

Town of Sheffield, Vermont 2018 Town Report



Adoption of Town Seal

July 2018

Sheffield Select Board

TOWN OF SHEFFIELD

37 Dane Road
Post Office Box 165
Sheffield, VT 05866
802-626-8862

Email contacts:

Town Clerk:

townclerk@sheffieldvt.org

Assistant Town Clerk:

assttownclerk@sheffieldvt.org

Selectboard:

selectboard@sheffieldvt.org

Listers:

listers@sheffieldvt.org

Planning Commission:

planning@sheffieldvt.org

Website:

www.sheffieldvt.org

Please bring this report to the Sheffield Town Meeting
Tuesday, March 5, 2019 at the Town Hall, 9:00 AM

Town of Sheffield, Vermont
Chartered 1793

2018 Town Report

And that the same be & hereby is incorporated into
a Township by the name of *Sheffield*, and the in-
habitants that do or shall hereafter inhabit said Township
are hereby declared to be enfranchised & entitled to all the
privileges & immunities that other Towns within this State
do by Law exercise and enjoy.---

Excerpt, Town of Sheffield, Vermont Charter

October 25, 1793

Dedication

2018 Sheffield Town Report

This year we dedicate the town report to Beverly Frost and Carlene Brill for their continued service to the Town.

Thank you.

Beverly Frost

When she is not caring for her family and beloved pets, or tirelessly advocating for mental health initiatives in Vermont, Beverly Frost serves as an integral behind-the-scenes leader in our Sheffield Community. From her historic home, Beverly helps with numerous town functions, including the Food Shelf, Historical Society and many Town Hall events. Her warm spirit is on display each Field Day and every other day as she runs errands or lends a helping hand to anyone in need. Beverly Frost is one of the special individuals that makes Sheffield the town we like to call home.



Carlene Brill

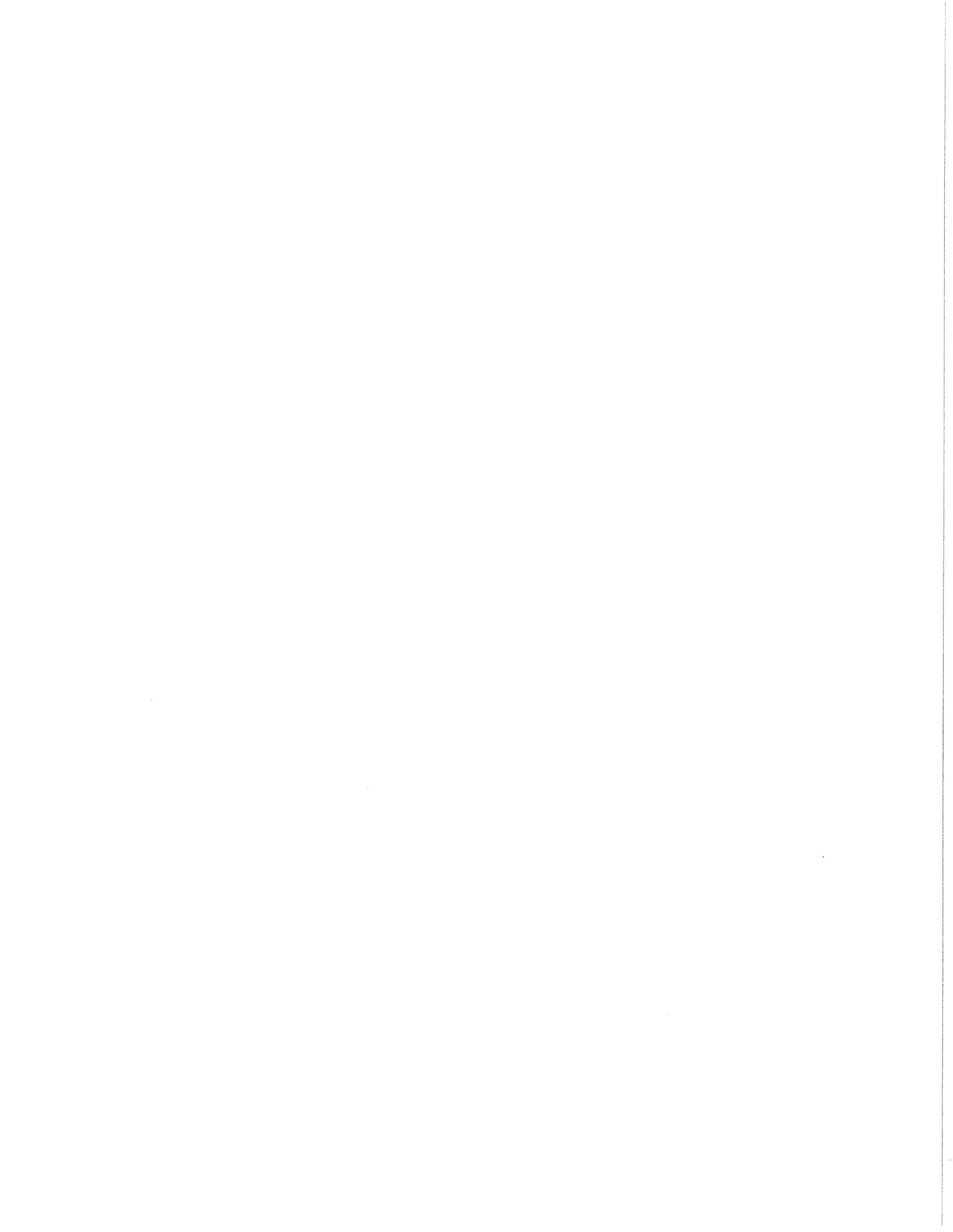
Carlene Brill has been an integral part of the Sheffield community for over 60 years. She has been and still is involved in Sheffield activities. Some of the major things she has been active in are the Chicken Pie Supper; Sheffield Field Day where she worked side by side with Lou in the food booth, made donuts to sell in the food booth and in recent years sells raffle tickets. She is still an active member of Home Dem group. She has helped those in need and always has a hot dish to provide to the families of those who have lost loved ones. The Town of Sheffield is fortunate to have this kind, generous and caring woman as part of the community.



TOWN OF SHEFFIELD 2018 ANNUAL REPORT

Table of Contents

Town Reports		Page
Town Officers		1
Legislators		2
Report of the Selectboard		3
Report of the Road Foreman		4
Report of the Town Clerk and Treasurer		5
Report of the Planning Commission		6-9
General 2018 Actual to Budget Comparison and Proposed 2019 General Budget		10-15
Highway 2018 Actual to Budget Comparison and Proposed 2019 Highway Budget		16-18
Vermont Wind, LLC Investment Reconciliation		19
Vermont Wind, LLC Supplemental Calculations and Tax Rate Comparison		20
Loan Information- 2018 Freightliner		21
Loan Information- 2014 Freightliner		21
Loan Information- Grader		22
2018 Tax Rate Calculations		23
Report of Delinquent Tax Collector		24-25
Wage, Salary and Stipend Report		26
Town Fund Balances		27
Listers' Financial Report		28
Sheffield Cemetery Association		29
Statement of Auditors		30
Sheffield Reports		
Sheffield-Wheelock Volunteer Fire Department	(Allocation Line Item)	31-32
Sheffield-Wheelock Transfer Station	(Allocation Line Item)	33-34
Keniston and Dane Educational Fund		35
Sheffield Field Day		36
Sheffield Food Pantry, Inc.	(Allocation Line Item)	37
Sheffield Historical Society, Inc.		38
Sheffield Town Hall Committee	(Budget Line Items)	39
Sheffield Animal Control Officer	(Animal Control Budget Line Items)	40
Community Reports		
Caledonia County Budget	(County Tax Budget Line Item)	41-44
Caledonia County Sheriff Report		45
Millers Run School Principal Report		46
Minutes of Unified School District #37 Annual Meeting, February 27, 2018		47-49
Kingdom East Supervisory District		50-53
Lyndon Rescue, Inc.	(Allocation Line Item)	54-60
Northeast Kingdom Waste Management District	(Australian Ballot Item)	61-66
Northeastern VT Development Association		67-68
Reports from organizations requesting Appropriations		69-96
Town Information		
Policies Adopted in 2018		97-10.3
Vermont Health Department Report for Sheffield		104
New Vital Records Law (Act 46), Dept. of Health		105
Information from the Town Clerk		106
Dates to Remember		107
Minutes of the 2018 Annual Town Meeting		108-117
Petition for Article 9, 2019 Annual Town Meeting Warning		118-119
Warning of the 2019 Annual Town Meeting		120-122



Section 1. Town Reports

List of Town Officers.....	1
List of Legislators.....	2
Report of the Select Board.....	3
Report of the Road Foreman.....	4
Report of the Town Clerk and Treasurer.....	5
Report of the Planning Commission.....	6
General 2018 Actual to Budget Comparison and Proposed 2019:	
General Budget- Expenditures.....	10
General Budget- Income.....	14
Highway 2018 Actual to Budget Comparison and Proposed 2019:	
Highway Budget- Expenditures.....	16
Highway Budget- Income.....	18
Vermont Wind, LLC Investment Reconciliation.....	19
Vermont Wind, LLC Supplemental Calculations and Tax Rate Comparison.....	20
Loan Information- Purchase of 2018 Freightliner.....	21
Loan Information- Purchase of 2014 Freightliner.....	21
Loan Information- Purchase of Grader.....	22
2018 Tax Rate Calculations.....	23
Report of the Delinquent Tax Collector.....	24
Wage, Salary and Stipend Report.....	26
Town Fund Balances.....	27
Listers' Financial Report.....	28
Sheffield Cemetery Association.....	29
Statement of Auditors.....	30

In Testimony whereof
We have caused the Seal of this State to be
affixed in council this 25th day of October in the
year of our Lord one thousand seven hundred and
ninety three.

Thos. Pittendry

By his Excellency's Command

Joseph Fay

Secretary.

Recorded in the secretary of States office
November 6th 1827.

Norman Williams,
Secretary of State.

Caledonia, ss. Town clerk's office, Sheffield,
May 5th A.D. 1833, then received this
Charter for record, and the sa-
me was recorded and
examined by me,

James Townland Town Clerk.

Town Officers

Office	Length of Term	Elected at Town Meeting	Term Expires
Moderator	1 Year	Patrick Ham	2019
Town Clerk	3 Years	William St. Peter	2020
Treasurer	3 Years	William St. Peter	2020
Selectboard	3 Years	Charles Gilman	2019
		Walter Smith	2020
		Max Aldrich	2021
Road Commissioners		Selectboard	In effect until changed by voters
Listers	3 Years	William St. Peter	2019
		David Eliassen	2020
		Edward Jewell	2021
Auditors	3 Years	David Eliassen	2019
		Meghan Sweeney	2020
		Edward Richardson	2021
Constable	1 Year	Edward Jewell	2019
Tax Collector	1 Year	Cheryl Chesley	2019
Grand Juror	1 Year	Harman Clark	2019
Town Agent	1 Year	William St. Peter	2019
Agent to Convey Real Estate	1 Year	Selectboard	2019
Trustee of Public Funds	1 Year	Selectboard	2019
School Directors	3 Years	Brian (Biff) Mahoney Erika Lavallee Michelle Hill	Terms ended 2018 with creation of Kingdom East
Sexton	1 Year	Charles Gilman	2019
Planning Commission	3 Years	Patricia Degreenia, Al Robertson, Erik Lavallee	2019
		Sally Wood-Simons, Ann McLean, Linda Lyman	2020
		Rodney Dwyer, Barbara Bristol, Chad McLean	2021
Office		Officers	
Board of Civil Authority		Selectboard Justices of the Peace	

Office	Length of Term	Elected in General Election	Term Expires
Justices of the Peace	2 Years	Gay Ellis	2020
		Leslie Ham	2020
		Barbara Bristol	2020
		Dorothy Scofield	2020
		Sally Wood-Simons	2020

Office	Appointed by Selectboard or other Town Officers
Assistant Town Clerk	Wendy Scofield
Assistant Treasurer	Wendy Scofield
Assistant Clerk/ Assistant Treasurer	Kathy Newland, as needed
	Candace Dane, as needed
Cemetery Commissioners	Selectboard
Deputy Registrars	Stephen Robertson (Guibord/Sayles Funeral Home)
	Rodney Sayles
Dog Warden and Pound Keeper	Candace Dane
Emergency Management Coordinator	Marc Brown
E911 Coordinator	William St. Peter
Fence Viewers	Listers
Forest Fire Warden	Marc Brown
Health Officer	Select Board Chairperson
Inspector of Wood	Leslie Newland
Lyndon Rescue, Inc.	Robert Blodgett
NEK Waste Management District	Preston Smith
Town Service Officer	William St. Peter
Tree Warden	Edward Jewell
Weigher of Coal	Charles Gilman

Vermont Legislators

Representative	Vicki Strong	13676 Creek Rd, Irasburg, VT 05845	754-2790 vstrong@leg.state.vt.us
Representative	Sam Young	PO Box 10, W Glover, VT 05875	321-0365 syoung@leg.state.vt.us
Senator	Joe Benning	291 Happy Hill Rd, Lyndonville, VT 05851	626-3600 jbenning@leg.state.vt.us
Senator	Jane Kitchel	PO Box 82, Danville, VT 05828	684-3482 janek45@hotmail.com

United States Legislators

Representative	Peter Welch	128 Lakeside Avenue, Suite 235 Burlington, VT 05401	888-605-7270 welch@welch.house.gov
Senator	Patrick Leahy	Courthouse Plaza, 199 Main Street Burlington, VT 05401	800-642-3193 leahy@leahy.senate.gov
Senator	Bernie Sanders	357 Western Avenue, Suite 1B St. Johnsbury, VT 05819	748-9269 sanders@sanders.senate.gov

Town of Sheffield, VT
Chartered 1793
Report of the Select Board

As we begin a new year, I would like to acknowledge two events that have had a very productive impact on Sheffield.

First, when it seemed that we would not have a Field Day in 2018, a new group of volunteers stepped up to assume responsibility for the difficult and complex task of organizing the events from the parade to pony pulls and everything in between, As a result of their outstanding efforts, the Field Day tradition should continue on into the future.

Secondly, through the vision and efforts of Jim Blackbird, the revenue generated by the “metal box” at the Transfer Station was redirected from the Waste District to the Sheffield/ Wheelock Transfer Station account. The result is about \$2,500.00 of additional revenue allowing the amount raised through taxes to be reduced again this year. We owe a vote of thanks to Jim and Richard Thompson for the outstanding manner in which they operate the station for the benefit of us all.

The Board would like thank everyone for their continued support.

Respectfully submitted,

Walter Smith
Chairperson
Sheffield Select Board

Town Officers for 1900.

SELECTMEN: A. H. Day, H. L. Davis,
 G. W. Chesley.



Town of Sheffield, VT
Chartered 1793
Report of the Road Foreman

The new Freightliner truck came in just before the first of the year, a little later than expected, and to date, we are getting the same fine quality as the older Freightliner truck. The additional sand the town purchased this year is appreciated. It seems most storms are accompanied by rain and/ or freezing rain.

During construction season, I acquired funding for another Class II highway project that was mostly completed. I waited for material to be processed at the Sheffield quarry, which did happen, but later than we thought.

I have approval to repair three more hydrologically connected segments of roadway through the Clean Water Act program. This will be done in the spring. Also, through the special bridge program, I have a project approved on Nelson Hill Road.

The Highway budget is higher in 2019 because of the new truck payment and \$14,000 in worker's compensation and property and casualty insurance that was previously shown under the general account. The surplus from last year will be used to reduce the amount raised in taxes in 2019.

Thank you for your ongoing support of the road crew and our efforts. Please feel free to ask questions of us at any time.

Respectfully submitted,

Max Aldrich
Sheffield Road Foreman



Report of the Town Clerk and Treasurer

This past year was another busy year in the Town Clerk's office.

- There were forty-two (42) land transfers in the town in 2018. Sheffield welcomed ten new families to Town.
- One hundred thirty (130) dogs were licensed within the town borders. All dogs need to be licensed by April 1 of each year and licenses are available during any regular office hours.
- Couples can apply for a Marriage License at the Town Clerk's Office. If the couple are Vermont residents, one person must reside in Sheffield to apply for a license at the office. If neither of the couple reside in Vermont, then the couple can go to any Town Clerk's office for a license.
- The Town's public records are available for research. The clerk and assistant clerk can assist researchers, if necessary.
- Seven landowners registered "No Hunting, Shooting, Trapping and/ or Fishing" on their property with the Town and the State of Vermont Fish and Wildlife Department. These registrations are good for one year. Forms are available at the Town Office.
- Property owners can buy trash bags at the office. Property owners can get, at no cost, stickers to put on their vehicle that allows them to use the Sheffield/ Wheelock Transfer Station.

My office continues to do the bookkeeping for the Sheffield-Wheelock Transfer Station. It has been a pleasure to work with Carol Rossi, the Wheelock Town Clerk, Jim Blackbird and Richard Thompson, Transfer Station employees, as part of this joint venture.

The Select board passed a Records Management policy this year. This policy adopted the Vermont State Archives and records Administration guidelines for records created by and within Sheffield. My office has begun the process of destroying records that can be destroyed under Vermont law, for example, unused ballots from past elections and voted ballots once the approved time frame has passed. Land records, genealogical information and meeting minutes are permanent records and will stay in the Clerk's office. Other records will be subject to the new policy.

I would like to thank George and Judy Hajduczek for all their work in maintaining the Sheffield, VT website. It is a great site with a lot of Sheffield information and we always welcome suggestions for improvements or changes.

Thank you for your continued support of this office and for Sheffield.

Respectfully submitted,

William St. Peter
Town Clerk and Treasurer

Planning Commission Report

2018 Town Report

The Planning Commission has been continuing our work in exploring the options regarding flood plains, flood insurance and potential affected properties. The Commission has developed a statement to Sheffield residents regarding the adoption of the National Flood Insurance Program (NFIP) and have presented this information to the Select Board. Additionally, we were able to obtain a list of potential properties that could be affected through a designation of a property located within a flood plain.

As the updated Town Plan was adopted and ratified in 2017, the majority of work by the Planning Commission focused on the National Flood Insurance Program and included meetings with the Vermont Department of Environmental Conservation as well as a briefing to the Sheffield Select Board where we delivered our findings.

Included in this bulletin is a document labeled “National Flood Insurance Program” and a list of *potentially* affected properties within Sheffield. Please note that these properties are only potentially affected as a highly detailed survey and map of the 100 year flood plain has not been completed for Sheffield.

We foresee further exploration and research into the NFIP and will continue to brief the Select Board and residents with our findings.

We would like to thank those of you who have provided input regarding this issue and welcome any comments or questions.

Thank you all for your continued support of the Commission.

Respectfully submitted,

Erik Lavalley

Chairperson

Sheffield Planning Commission

National Flood Insurance Program

Since Hurricane Irene the state of Vermont has encouraged all Vermont towns to explore and consider adopting the National Flood Insurance Program (NFIP). Likewise, the Northeastern Vermont Development Association (NVDA) has done the same in the NEK. The Sheffield Planning Commission has been reviewing that possibility for several years and has received considerable assistance from the NVDA and the Vermont Department of Environmental Conservation (DEC) in examining possible town ordinances. If approved by the Selectboard and the town voters, an ordinance would limit certain future building development in locations adjacent to some of our rivers and streams. Town enactment of such an ordinance would also be the first step in obtaining new high-quality floodplain mapping and allowing many residents in or near potential flood-prone areas the ability to purchase flood insurance.

Floods are not unusual in our town, and can occur in some unusual locations. The areas likely to see building limitations are generally along Millers Run, and a few of the upper tributaries located in the valley. In the past 15 years the town has witnessed expensive damage to town roads, culverts and bridges, but few if any private structures. And there is an administrative cost to the town. There would be a need for the administration of the ordinance, and a town review board. The good news is that few parcels owned by our residents in the town are likely to be affected, and this is NOT zoning. The ordinance **only deals with properties within the 100-year floodplain**. It doesn't force owners on affected properties to do anything, only if that property is sold and a new owner wants to build something.

So, how many properties are impacted? No one knows because of the old and inaccurate nature of the existing maps, and yet knowing some estimate of the potential local flooding effects would be of importance in determining our interest in the NFIP. Fortunately, the DEC has the ability to overlay our tax maps with the crude flood mapping and has come up with a **guess** of which local properties (actually addresses) might be affected. Please note this list is only an estimate and may either overstate or under represent the number of properties affected. These addresses, plus or minus a few, can't buy insurance or get a bank mortgage.... But it's a good start on the potential impact on the town. Addresses of the properties are listed below:

Structures in Special Flood Hazard Area

Please note: This list is an approximation of building structures likely to be in the Special Flood Hazard Area (Zone A) and may not be complete. The list is based on E911 point data, so there may be other parcels in the SFHA that are not listed, where there is land but not a building within the SFHA or where map interpretation is difficult. Some addresses listed may not be in the SFHA but are very close and more information is needed. Determinations for floodplain management purposes should refer to Flood Insurance Rate Maps and may require a land elevation survey and application for a Letter of Map Amendment (LOMA) to FEMA.

Address	SITETYPE	GPSX	GPSY
0 VT ROUTE 122	DEVELOPMENT SITE	-72.1052	44.596701
11 SHELDON FARM RD	SINGLE FAMILY DWELLING	-72.1166	44.603521
144 DEXTER CEMETERY RD	SINGLE FAMILY DWELLING	-72.1084	44.595833
17 BERRY HILL RD	SINGLE FAMILY DWELLING	-72.1142	44.602267
2055 VT ROUTE 122	SINGLE FAMILY DWELLING	-72.0978	44.593897
2129 VT ROUTE 122	ACCESSORY BARN	-72.0989	44.594583
2166 VT ROUTE 122	MOBILE HOME	-72.0995	44.595254
2199 VT ROUTE 122	MOBILE HOME	-72.1	44.595011
2202 VT ROUTE 122	SINGLE FAMILY DWELLING	-72.1001	44.595553
2234 VT ROUTE 122	MOBILE HOME	-72.1008	44.595777
2299 VT ROUTE 122	MOBILE HOME	-72.1022	44.595661
2601 VT ROUTE 122	SINGLE FAMILY DWELLING	-72.1075	44.597775
2651 VT ROUTE 122	MOBILE HOME	-72.1088	44.59824
2897 VT ROUTE 122	OTHER RESIDENTIAL	-72.112	44.600613
2919 VT ROUTE 122	SINGLE FAMILY DWELLING	-72.1123	44.600683
2963 VT ROUTE 122	SINGLE FAMILY DWELLING	-72.1131	44.601143
3013 VT ROUTE 122	SINGLE FAMILY DWELLING	-72.1138	44.601528
3024 VT ROUTE 122	SINGLE FAMILY DWELLING	-72.1139	44.602018
3037 VT ROUTE 122	POST OFFICE	-72.1142	44.601713
3091 VT ROUTE 122	MOBILE HOME	-72.1151	44.602297
3098 VT ROUTE 122	SINGLE FAMILY DWELLING	-72.1149	44.602487
3125 VT ROUTE 122	MULTI-FAMILY DWELLING	-72.1157	44.602614
3126 VT ROUTE 122	SINGLE FAMILY DWELLING	-72.1154	44.602829
3165 VT ROUTE 122	SINGLE FAMILY DWELLING	-72.1164	44.602998
3207 VT ROUTE 122	SINGLE FAMILY DWELLING	-72.118	44.602037
3215 VT ROUTE 122	SINGLE FAMILY DWELLING	-72.1172	44.603337
3224 VT ROUTE 122	SINGLE FAMILY DWELLING	-72.117	44.603712
3231 VT ROUTE 122	SINGLE FAMILY DWELLING	-72.1175	44.60344
3249 VT ROUTE 122	SCHOOL K / 12	-72.1192	44.602708
33 BERRY HILL RD	SINGLE FAMILY DWELLING	-72.1139	44.602457
3301 VT ROUTE 122	SINGLE FAMILY DWELLING	-72.1187	44.60395
3863 VT ROUTE 122	CAMP	-72.1224	44.61166
40 SHEFFIELD SQUARE RD	SINGLE FAMILY DWELLING	-72.123	44.612297

Structures in Special Flood Hazard Area, Page 2

Please note: This list is an approximation of building structures likely to be in the Special Flood Hazard Area (Zone A) and may not be complete. The list is based on E911 point data, so there may be other parcels in the SFHA that are not listed, where there is land but not a building within the SFHA or where map interpretation is difficult. Some addresses listed may not be in the SFHA but are very close and more information is needed. Determinations for floodplain management purposes should refer to Flood Insurance Rate Maps and may require a land elevation survey and application for a Letter of Map Amendment (LOMA) to FEMA.

4208 VT ROUTE 122	MOBILE HOME	-72.123	44.616661
4248 VT ROUTE 122	SINGLE FAMILY DWELLING	-72.1231	44.617218
4265 VT ROUTE 122	MOBILE HOME	-72.124	44.617542
4331 VT ROUTE 122	MOBILE HOME	-72.1243	44.618237
4354 VT ROUTE 122	SINGLE FAMILY DWELLING	-72.1239	44.618664
4403 VT ROUTE 122	MOBILE HOME	-72.1251	44.619476
4498 VT ROUTE 122	SINGLE FAMILY DWELLING	-72.1252	44.620766
4499 VT ROUTE 122	MOBILE HOME	-72.1261	44.620216
4813 VT ROUTE 122	CAMP	-72.13	44.623127
5 BERRY HILL RD	SINGLE FAMILY DWELLING	-72.1144	44.602182
5237 VT ROUTE 122	SINGLE FAMILY DWELLING	-72.1342	44.6293
63 SHELDON FARM RD	SINGLE FAMILY DWELLING	-72.1175	44.605501
66 CHESLEY HILL RD	MULTI-FAMILY DWELLING	-72.1158	44.601096
79 SHELDON FARM RD	SINGLE FAMILY DWELLING	-72.1159	44.604233
8 CHESLEY HILL RD	CAMP	-72.1148	44.601895
83 CHESLEY HILL RD	SINGLE FAMILY DWELLING	-72.115	44.60071
97 DEXTER CEMETERY RD	SINGLE FAMILY DWELLING	-72.1075	44.596291

Town of Sheffield
 2018 General Actual, 2018 Budget and 2019 Proposed Budget
 January through December 2018

	<u>Actual 2018</u>	<u>Approved 2018 Budget</u>	<u>Proposed 2019 Budget</u>
Ordinary Expenses			
Advertising	555.50	400.00	500.00
Animal Control			
Shelter Fees	0.00	150.00	0.00
Animal Control Officer	230.92	100.00	250.00
Dog ID Tags	84.61	100.00	100.00
Total Animal Control	<u>315.53</u>	<u>350.00</u>	<u>350.00</u>
Appropriations			
American Red Cross	250.00	250.00	250.00
Caledonia Home Health & Hospice	1,100.00	1,100.00	1,100.00
Cobleigh Public Library	600.00	600.00	650.00
Darling Inn Senior Meal Site	250.00	250.00	250.00
Fairbanks Museum	703.00	703.00	703.00
Green Up Vermont	50.00	50.00	50.00
H.O.P.E.	500.00	500.00	500.00
Lyn. Youth Baseball/Softball	250.00	250.00	
NEK Council on Aging	330.00	330.00	330.00
NEK Human Services	738.00	738.00	738.00
NEK Learning Services	100.00	100.00	100.00
NEK Youth Services	300.00	300.00	300.00
Rural Community Transportation	1,000.00	1,000.00	1,000.00
Umbrella	500.00	500.00	500.00
VT Ctr for Independent Living	55.00	55.00	55.00
VT Rural Fire Task Force	100.00	100.00	100.00
VIS - Powers Park	1,000.00	1,000.00	1,000.00
Total Appropriations	<u>7,826.00</u>	<u>7,826.00</u>	<u>7,626.00</u>
Allocations			
Cemetery Assoc.	5,000.00	5,000.00	5,000.00
Listers	3,000.00	3,000.00	3,000.00
Lyndon Rescue Assessment	28,076.82	28,076.82	30,856.74
Sheffield Food Pantry	360.00	360.00	360.00
Sheffield-Wheelock FD - Ops	17,000.00	17,000.00	17,000.00
SWVFD Truck Fund	9,700.00	9,700.00	9,700.00
Total Allocations	<u>63,136.82</u>	<u>63,136.82</u>	<u>65,916.74</u>
Contract Services			
Law Enforcement	3,267.00	5,100.00	5,100.00
Legal Services	100.00	2,000.00	200.00
Payroll Software Services	674.16	750.00	750.00
Web-based Parcel Maps			1,250.00
Total Contract Services	<u>4,041.16</u>	<u>7,850.00</u>	<u>7,300.00</u>

Town of Sheffield
 2018 General Actual, 2018 Budget and 2019 Proposed Budget
 January through December 2018

	<u>Actual 2018</u>	<u>Approved 2018 Budget</u>	<u>Proposed 2019 Budget</u>
Dues			
Northeastern VT Develop. Assoc	527.00	527.00	527.00
VT League of Cities & Towns	1,819.00	1,819.00	1,864.00
Total Dues	<u>2,346.00</u>	<u>2,346.00</u>	<u>2,391.00</u>
Education & Meetings	130.00	350.00	200.00
Historical Society Town House Museum			
Roof Replacement			6,700.00
Insurance			
Workers' Compensation Ins.	12,981.00	12,720.00	2,402.00
Health Ins.	12,012.86	11,650.00	12,443.00
Officers' Bond	270.00	300.00	300.00
Property & Casualty Ins.	16,627.00	16,630.00	10,575.00
Total Insurance	<u>41,890.86</u>	<u>41,300.00</u>	<u>25,720.00</u>
Municipal Building			
Municipal Building Maintenance	986.78	1,100.00	1,100.00
MB Grounds Maint.	390.00	400.00	400.00
MB Equip Repair & Maintenance	610.94	600.00	600.00
MB Electric	1,609.41	1,350.00	1,700.00
MB Heating Fuel	4,971.08	6,000.00	6,000.00
MB Janitorial Services	279.50	500.00	500.00
Total Municipal Building	<u>8,847.71</u>	<u>9,950.00</u>	<u>10,300.00</u>
Office Equipment	109.48	500.00	300.00
Office-Furnishings			
O. F.-Furniture	0.00	750.00	200.00
O. F.-Vault Fixtures	0.00	0.00	0.00
Total Office-Furnishings	<u>0.00</u>	<u>750.00</u>	<u>200.00</u>
Office-Operations			
Alarm Monitoring Service	538.00	800.00	600.00
Bank Service Fees	25.00		0.00
Books, Subscriptions, Reference	0.00	25.00	0.00
Computer Maintenance	20.00	100.00	150.00
Copier Maintenance Contract	443.62	450.00	500.00
Internet	1,259.88	1,260.00	1,260.00
Postage, Mailing Service	1,384.90	1,400.00	1,500.00
Printing and Copying Supplies	142.96	500.00	500.00
Records Preservation & Archival	649.26	900.00	900.00
Records Digitization Project			3,000.00

Town of Sheffield
 2018 General Actual, 2018 Budget and 2019 Proposed Budget
 January through December 2018

	Actual 2018	Approved 2018 Budget	Proposed 2019 Budget
Software & Updates	200.00	1,000.00	500.00
Supplies	771.99	1,500.00	1,000.00
Telephone	1,889.95	1,900.00	2,000.00
Total Office-Operations	7,325.56	9,835.00	11,910.00
Planning Commission			
PC Advertising	0.00	120.00	120.00
PC Postage	0.00	50.00	50.00
PC Supplies	0.00	50.00	50.00
Total Planning Commission	0.00	220.00	220.00
Taxes - Caledonia County	7,033.00	7,033.00	6,539.00
Town Hall Improvements	10,508.27	12,000.00	6,700.00
Town Hall-Operations			
TH Cleaning, Maint. & Repairs	2,181.52	2,500.00	3,500.00
TH Inspections	519.90	600.00	600.00
TH Electric	947.42	1,000.00	1,200.00
TH Heating Fuel	3,658.77	2,500.00	4,000.00
TH Water	200.00	200.00	200.00
Total Town Hall-Operations	7,507.61	6,800.00	9,500.00
Transfer Station Operations	11,950.00	11,950.00	7,200.00
Village Street Lights	2,138.77	2,500.00	2,500.00
Stipends			
Ballot Clerk Stipends	255.00	150.00	150.00
BCA Stipends	120.00	300.00	100.00
Emergency Mgmt Director Stipend	260.00	260.00	260.00
Moderator Stipend	45.00	45.00	45.00
Total Stipends	680.00	755.00	555.00
Payroll Expenses			
Officers Payroll			
Town Clerk Wages	18,804.32	19,504.00	18,500.00
Auditors Salaries	2,400.00	2,400.00	2,400.00
Select Board - Salaries	1,600.00	1,600.00	2,000.00
Total Officers Payroll	22,804.32	23,504.00	22,900.00
Payroll - Others			
Asst Town Clerk Wages	14,727.25	15,179.00	16,100.00
Transfer Station Wages	13,915.14	14,200.00	15,200.00
Total Payroll - Others	28,642.39	29,379.00	31,300.00

Town of Sheffield
 2018 General Actual, 2018 Budget and 2019 Proposed Budget
 January through December 2018

	<u>Actual 2018</u>	<u>Approved 2018 Budget</u>	<u>Proposed 2019 Budget</u>
Town Portion of Payroll Taxes			
Social Security and Medicare	4,347.38	4,545.18	4,500.00
Unemployment Tax	224.50	270.00	250.00
Total Town Portion of Payroll Taxes	<u>4,571.88</u>	<u>4,815.18</u>	<u>4,750.00</u>
Total Payroll Expenses	<u>56,018.59</u>	<u>57,698.18</u>	<u>58,950.00</u>
Total Expense	<u>232,360.86</u>	<u>243,550.00</u>	<u>231,577.74</u>

Town of Sheffield
 2018 General Actual, 2018 Budget and 2019 Proposed Budget
 January through December 2018

	Actual 2018
Income	
Property Tax Receipts	
PILOT & CU Payments Received	6,170.87
Prop. Taxes - 2018	833,980.28
Prop. Taxes - 2017	24,056.46
Prop. Taxes - 2016	1,149.96
Prop. Taxes - 2015	1,358.33
Prop. Taxes - 2014	887.46
Prop. Tax - Years 2013 & Prior	8,417.15
Delinquent Tax Interest	10,701.09
Delinquent Tax Penalties	4,344.93
Total Property Tax Receipts	891,066.53
Plus - Vermont Wind Supplement Voted to Reduce Tax Rates	240,396.55
Less - HW Taxes Transferred	163,440.00
Less - Education Taxes Remitted	791,788.31
Less - Delinq. Tax Collection Expenses	
Delinquent Tax Collector Salary	4,344.93
DTC Legal Services	400.00
DTC Postage	203.60
Total Delinq. Tax Collection Expenses	4,948.53
Net Property Tax Receipts	171,286.24
Split Fees Collected	
Dog License Fees	1,348.00
Marriage License Fees	240.00
Total Split Fees Collected	1,588.00
Less - Split Fees Remitted	
State Dog License Fees	640.00
Marriage License Fees to State	100.00
Total Split Fees Remitted	740.00
Net Split Fees	848.00

Town of Sheffield
 2018 General Actual, 2018 Budget and 2019 Proposed Budget
 January through December 2018

	<u>Actual 2018</u>	<u>Approved 2018 Budget</u>	<u>Proposed 2019 Budget</u>
General Fees			
Civil Fines	637.43		
Copying & Research Fees	958.75	750.00	1,000.00
Green Mountain Passports	2.00		
Recording Fees	5,695.00	4,500.00	5,500.00
Safety Zone Registration	30.00	35.00	35.00
Total General Fees	<u>7,323.18</u>	<u>5,285.00</u>	<u>6,535.00</u>
Interest Receipts			
Interest - Operating Reserve	743.70	250.00	500.00
Interest - General Chkg Acct	51.62	100.00	50.00
Total Interest Receipts	<u>795.32</u>	<u>350.00</u>	<u>550.00</u>
Other Receipts			
Town Hall Rentals	859.00	1,000.00	900.00
Food Pantry	720.00	1,080.00	1,080.00
Sale of Outdated Office Equip	45.00		
Refund from Unified School Dist	14,800.95		
Town Hall Committee	1,000.00		
Total Other Receipts	<u>17,424.95</u>	<u>2,080.00</u>	<u>1,980.00</u>
Total Income	<u>197,677.69</u>	<u>7,715.00</u>	<u>9,065.00</u>

Estimated
 Receipts
 to Reduce
 Tax Rate

Town of Sheffield
 2018 Highway Actual, 2018 Budget and 2019 Proposed Budget
 January through December 2018

Expense	<u>Actual 2018</u>	<u>Approved 2018 Budget</u>	<u>Proposed 2019 Budget</u>
Highway Department			
HW Road Maintenance			
HW Road Maint. Equip Purchased	6,166.81		
HW Road Maint. Contracted Work	12,975.50	20,000.00	20,000.00
HW Road Maint. Equipment Rental	0.00	4,000.00	4,000.00
HW Road Maint. Fuel & Mileage	22,935.63	25,000.00	25,000.00
HW Road Maint. Materials			
Road Maint. - Culverts & Rails	8,413.23	3,800.00	3,800.00
Road Maint. - Dust Abatement	10,901.90	7,500.00	7,500.00
Road Maint. - Gravel, Stamat	31,861.97	32,500.00	32,500.00
Road Maint. - Salt	1,811.27	1,200.00	1,200.00
Road Maint. - Signs	675.48	700.00	700.00
Road Maint. - Winter Sand	11,229.00	12,500.00	12,500.00
Total HW Road Maint. Materials	<u>64,892.85</u>	<u>58,200.00</u>	<u>58,200.00</u>
Total HW Road Maintenance	<u>106,970.79</u>	<u>107,200.00</u>	<u>107,200.00</u>
HW Equipment Repair and Maint.			
HW Equip R&M Shop	2,115.47	4,000.00	4,000.00
HW Equip R&M 2015 Freightliner	5,786.25	4,000.00	4,000.00
HW Equip R&M 2018 Freightliner	8,079.63	4,000.00	4,000.00
HW Equip R&M Grader 2011	3,288.42	3,500.00	3,500.00
HW Equip R&M Loader	361.02	3,000.00	3,000.00
HW Equip R&M Trailer-Dust Abate	300.00	200.00	200.00
Total HW Equipment Repair and Maint.	<u>19,930.79</u>	<u>18,700.00</u>	<u>18,700.00</u>
HW Dept. Operations			
HW Training	150.00	200.00	200.00
HW Licenses and Permits	2,080.00	3,300.00	3,300.00
Total HW Dept. Operations	<u>2,230.00</u>	<u>3,500.00</u>	<u>3,500.00</u>
Total Highway Department	<u>129,131.58</u>	<u>129,400.00</u>	<u>129,400.00</u>
Insurance			
Health Ins.	22,682.01	26,755.00	27,900.00
Workman's Comp			7,973.00
Property and Casualty			4,882.00
Total Insurance	<u>22,682.01</u>	<u>26,755.00</u>	<u>40,755.00</u>
Office-Operations			
Supplies	53.30		0.00
Total Office-Operations	<u>53.30</u>		<u>0.00</u>

Town of Sheffield
 2018 Highway Actual, 2018 Budget and 2019 Proposed Budget
 January through December 2018

	<u>Actual 2018</u>	<u>Approved 2018 Budget</u>	<u>Proposed 2019 Budget</u>
Payroll Expenses			
Highway Wages	76,772.79	77,800.00	77,800.00
Town Portion of Payroll Taxes			
Social Security and Medicare	5,873.10	6,000.00	6,000.00
Unemployment Tax	224.50		250.00
Total Town Portion of Payroll Taxes	<u>6,097.60</u>	<u>6,000.00</u>	<u>6,250.00</u>
Total Payroll Expenses	<u>82,870.39</u>	<u>83,800.00</u>	<u>84,050.00</u>
Total Expense	234,737.28	239,955.00	254,205.00
Grader Loan Payment (including interest)	26,313.00	26,313.00	26,313.00
2015 Freightliner Truck Payment (including interest)	19,864.28	19,864.28	19,864.28
2018 Freightliner Truck Payment (including interest)			34,525.60
Total Expenditures	<u>280,914.56</u>	<u>286,132.28</u>	<u>334,907.88</u>

	WINTER, 1898 and 1899.	
Henry Marcow,	rolling and opening roads,	\$27 50
Frank Pearl,	" " " "	60 00
O. K. Chesley,	" " " "	28 05
Melvin Drown,	" " " "	30 00
A. O. Gray,	" " " "	14 45
William Peck,	" " " "	12 50
Horace Brooks,	" " " "	71 25
Herbert Gray,	" " " "	2 50
Isaac LaClair,	" " " "	51 50
J. S. Chesley, labor,		22 14
J. S. Chesley, bal. on 1898,		3 40
		<u>\$323 29</u>

Town of Sheffield
 2018 Highway Actual, 2018 Budget and 2019 Proposed Budget
 January through December 2018

	<u>Actual 2018</u>	<u>Approved 2018 Budget</u>	<u>Proposed 2019 Budget</u>
Income			
Highway Operating Receipts			
HW Tax Receipts	163,440.00	163,440.00	
HW-FEMA Damage Reimbursement	2,784.34	12,500.00	
HW Insurance Reimbursements	5,972.73		
HW State Aid - Class 2	33,399.44	32,000.00	32,000.00
HW State Aid - Class 3	30,863.67	32,000.00	32,000.00
HW State Aid - Special Projects	19,800.00		
HW Road Permits	275.00		
Total Highway Receipts	<u>256,535.18</u>	<u>239,940.00</u>	<u>64,000.00</u>
Interest - Highway Chkg Account	10.26	15.00	10.00
2018 Surplus			<u>12,000.00</u>
Total Highway Operating Receipts	256,545.44	239,955.00	76,010.00
			Estimated Receipts to Reduce Tax Rate

Vermont Wind, LLC
Investment Reconciliation
January through December 2018

Fund Balance January 1, 2018	1,330,319.25
Income	
Vermont Wind LLC Fund Receipts	
Interest	6,770.88
Dividends	31,130.88
Vermont Wind, LLC Payments	650,000.00
2015 Truck Loan Payment Received	19,864.28
2018 Truck Loan Payment Received	34,525.60
	<hr/>
Total Vermont Wind LLC Fund Receipts	742,291.64
Disbursements	
Vermont Wind, LLC Disbursements	
Fund Mgmt. Fees	12,491.35
Vermont Wind, LLC Tax Payments	81,083.02
2018 Supplement Voted to Reduce Tax Rate	240,396.55
	<hr/>
Total Vermont Wind, LLC Disbursements	333,970.92
Fund Decrease in Value	-59,277.13
Fund Balance December 31, 2018	1,679,362.84

Vermont Wind LLC Supplemental Payment Information and Tax Rate Comparison Chart

Information Used to Set 2018 General (Municipal) and Highway Tax Rates

Anticipated payments to be received in 2018	\$	520,000.00
2017 property taxes assessed to Vermont Wind, LLC	\$	(39,206.90)
Supplemental payments for 2017	\$	480,793.10

Percentage Voted at 2018 Town Meeting to be Used to Reduce Tax Rates 50 %

Amount Used to Reduce Tax Rates \$ 240,396.55

Please refer to the 2018 Tax Rate Calculations

Proposed Information for Determining the Amount to be Used to Reduce 2019 Municipal (General) and Highway Tax Rates

Anticipated payments to be received in 2019	\$	520,000.00
2018 property taxes assessed to Vermont Wind, LLC	\$	(81,083.02)
Net Supplemental payments for 2019	\$	438,916.98

Please refer to Article 8 of the Town Meeting Warning

Tax Rate Comparison							
Year	Education		Town			Total	Total
	Homestead	Non-Residential	General	Highway	Total	Homestead Tax Rate	Non-Residential Tax Rate
2010	1.6386	1.9497	0.4279	0.2816	0.7095	2.3481	2.6592
2011	1.6813	1.8994	0.4470	0.2964	0.7434	2.4247	2.6428
2012	1.2886	1.4032	0.0817	0.0365	0.1182	1.4068	1.5214
2013	1.2657	1.3750	0.1234	0.0753	0.1987	1.4644	1.5737
2014	1.4343	1.3905	0.0903	0.0866	0.1769	1.6112	1.5674
2015	1.6091	1.4629	0.1293	0.1044	0.2337	1.8428	1.6966
2016	1.6474	1.5048	0.0952	0.1017	0.1969	1.8443	1.7017
2017	1.6449	1.5168	0.0506	0.0390	0.0896	1.7345	1.6064
2018	1.5626	1.5613	0.0822	0.1031	0.1853	1.7479	1.7466

TOWN OF SHEFFIELD						
Loan from Town of Sheffield Wind Farm Investment Account No. 16135900054 to Town of Sheffield						
Payment Schedule						
Loan Amount:						\$167,600.00
Interest:	3%/annum					5,028.00
Total Paid:						\$172,628.00
Term:						
Purpose:	Purchase of 2018 black Freightliner truck					
Payment No.	Payment Date	Principal	Interest	Total Paid	Date Paid	Balance Due
	12-29-17					\$172,628.00
1	12-29-18	\$33,520.00	\$1,005.60	\$34,525.60	12-18-18	138,102.40
2	12-29-19	33,520.00	1,005.60	34,525.60		103,576.80
3	12-29-20	33,520.00	1,005.60	34,525.60		69,051.20
4	12-29-21	33,520.00	1,005.60	34,525.60		34,525.60
5	12-29-22	33,520.00	1,005.60	34,525.60		0.00
TOTALS		\$167,600.00	\$5,028.00	\$172,628.00		

TOWN OF SHEFFIELD						
Loan from Town of Sheffield Wind Farm Investment Account No. 16135900054 to Town of Sheffield						
Payment Schedule						
Loan Amount:						\$ 135,000.00
Interest:	3%/annum					4,049.99
Total Paid:						\$ 139,049.99
Term:	7 Years					
Purpose:	Purchase of 2014 truck					
Payment No.	Payment Date	Principal	Interest	Total Paid	Date Paid	Balance Due
	05-15-14					\$ 139,049.99
1	05-15-15	\$ 19,285.71	\$ 578.57	\$ 19,864.28	12-18-15	119,185.71
2	05-15-16	19,285.71	578.57	19,864.28	06-29-16	99,321.43
3	05-15-17	19,285.71	578.57	19,864.28	05-25-17	79,457.15
4	05-15-18	19,285.71	578.57	19,864.28	05-16-18	59,592.87
5	05-15-19	19,285.71	578.57	19,864.28		39,728.59
6	05-15-20	19,285.71	578.57	19,864.28		19,864.31
7	05-15-21	19,285.74	578.57	19,864.31		-
TOTALS		\$ 135,000.00	\$ 28.00	\$ 135,028.00		

Loan Amortization Schedule
John Deere Grader
Lender: Community National Bank

Loan Amount: 225,000.00

Interest Rate: 2.95%

Payment Amount: 26,313.20

Payment History

Posted Effective	Due Date	Amount	Principal	Interest	Balance
10/5/2011					\$225,000.00
10/19/2012	10/05/12	\$ 26,313.20	\$ 19,402.93	\$6,910.27	\$205,597.07
9/26/2013	10/05/13	\$ 26,313.20	\$ 20,630.27	\$5,682.93	\$184,966.80
10/3/2014	10/05/14	\$ 26,313.20	\$ 20,752.04	\$5,561.16	\$164,214.76
10/9/2015	10/05/15	\$ 26,313.20	\$ 21,389.23	\$4,923.97	\$142,825.53
10/26/2016	10/05/16	\$ 26,313.20	\$ 21,892.06	\$4,421.14	\$120,933.47
9/29/2017	10/05/17	\$ 26,313.20	\$ 23,009.56	\$3,303.64	\$ 97,923.91
9/28/2018	10/05/18	\$ 26,313.20	\$ 23,432.36	\$2,880.84	\$ 74,491.55

The schedule for the loan, three payments remaining:

Rate	2.95%		
# Years	3		
Loan Amt.	\$ 74,491.55		
Pymt	\$26,313.20		
Period	Interest	Principal	Balance
0	\$ -	\$ -	\$ 74,491.55
1	\$ 2,197.50	\$24,115.70	\$ 50,375.85
2	\$ 1,486.09	\$24,827.11	\$ 25,548.74
3	\$ 753.69	\$25,548.74	\$ (0.00)

2018 Tax Rate Calculations

Grand List Total		\$ 1,039,141.08		
Total Approved Vermont Wind, LLC Supplement to be Applied		\$ 240,396.55		
Approved Municipal General Budget	\$ 244,050.00			
Approved Estimated Receipts	\$ (7,715.00)			
Accumulated Surplus to be Used	\$ (45,000.00)			
2017 Surplus to be Used	\$ (2,578.53)			
Total Approved to be Raised	\$ 188,756.47		Would result in tax rate of:	0.1816
43 % of Approved Vermont Wind, LLC Supplement to be Applied	\$ 103,370.52			
Amount to be Raised by Taxes	\$ 85,385.95			
Tax Rate (Amount to be Raised Divided by Grand List Total)		\$ 0.0822	Tax rate reduction of:	0.0995
Approved Highway Budget	\$ 320,657.88			
Approved Estimated Receipts	\$ (76,515.00)			
Accumulated Surplus to be Used	\$ -			
2017 Surplus to be Used	\$ -			
Total Approved to be Raised	\$ 244,142.88		Would result in tax rate of:	0.2349
57 % of Approved Vermont Wind, LLC Supplement to be Applied	\$ 137,026.03			
Amount to be Raised by Taxes	\$ 107,116.85			
Tax Rate (Amount to be Raised Divided by Grand List Total)		\$ 0.1031	Tax rate reduction of:	0.1319
Total Combined General and Highway Rates		\$ 0.1853	Total tax rate reduction of:	0.2313
Education Tax Rates Provided by the VT Dept. of Taxes				
Homestead	\$ 1.5626			
Non-Residential	\$ 1.5613			
Total Combined Homestead Tax Rate		\$ 1.7479		
Total Combined Non-Residential Tax Rate		\$ 1.7466		

TAX COLLECTOR'S REPORT 1/01/2018- 12/31/2018

Delinquent Taxes Due Year	Balance Due	Collected	Balance
2009	\$1,885.55	1885.55	\$0.00
2010	\$2,449.64	\$2,449.64	\$0.00
2011	\$4,536.85	\$1,965.89	\$2,570.96
2012	\$2,495.36	\$1,036.81	\$1,458.55
2013	\$2,963.95	\$1,079.26	\$1,884.69
2014	\$2,904.70	\$887.46	\$2,017.24
2015	\$2,597.01	\$1,358.33	\$1,238.68
2016	\$5,285.71	\$1,149.96	\$4,135.75
2017	\$32,116.44	\$24,056.46	\$8,059.98
2018	\$59,534.59	\$18,474.04	\$41,060.55
Totals	\$112,434.61	\$54,343.40	\$62,426.40

TAX COLLECTOR'S REPORT 1/01/2018- 12/31/2018

Taxes Collected	\$54,343.40
Interest Collected	\$10,867.48
8 % Fee Collected	\$4,344.93
Legal fees	
Escrow	\$10,022.96
Total to Treasurer	\$79,578.77

SIGNED: *Cheryl Chesley*

DATED: *01/02/2019*

Wage, Salary and Stipend Report
January to December 2016

Name	Job / Office	Base Pay Rate	Gross for Year	Insurance Benefit
Max Aldrich	Road Foreman	\$22.00 per Hour	40,789.50	17,668.97
	Select Board	\$800.00 Annual	800.00	-
Dennis Newland	Road Crew	\$19.00 per Hour	36,183.00	-
Preston Smith	Road Crew	\$15.00 per Hour	600.00	-
Dennis Sawyer	Road Crew	\$13.75 per Hour	123.75	-
William St. Peter	Town Clerk & Treasurer	\$16.00 per Hour	18,804.00	9,023.04
	Lister	\$14.50 per Hour	1,551.50	-
Kathy Newland	Asst. Town Clerk & Treasurer	\$15.50 per Hour	496.00	-
Wendy Scofield	Asst. Town Clerk & Treasurer	\$12.50 per Hour	14,510.75	-
Jim Blackbird	Transfer Station	\$14.25 per Hour	6,718.89	-
Richard Thompson	Transfer Station	\$15.00 per Hour	7,072.50	-
Charles Gilman	Select Board	\$800.00 Annual	800.00	-
David Eliassen	Auditor	\$800.00 Annual	800.00	-
	Lister	\$14.50 per Hour	757.63	-
Meghan Sweeney	Auditor	\$800.00 Annual	800.00	-
Edward Jewell	Lister	\$14.50 per Hour	1,508.00	-
	Justice of the Peace	\$15.00 per Meeting	30.00	-
Cheryl Chesley	Delinquent Tax Collector	8% Penalty	4,344.93	-
Suzanne Bartlett	Ballot Clerk	\$10.00 per Hour	60.00	-
Sandra Berg	Ballot Clerk	\$10.00 per Hour	60.00	-
Audrey Richardson	Ballot Clerk	\$10.00 per Hour	60.00	-
Edward Richardson	Auditor	\$800.00 Annual	800.00	-
	Ballot Clerk	\$10.00 per Hour	60.00	-
	Justice of the Peace	\$15.00 per Meeting	30.00	-
Gay Ellis	Justice of the Peace	\$15.00 per Meeting	15.00	-
Leslie Ham	Justice of the Peace	\$15.00 per Meeting	30.00	-
Sally Wood-Simons	Justice of the Peace	\$15.00 per Meeting	30.00	-
Patrick Ham	Moderator	\$45.00 per Meeting	45.00	-
	Emergency Services Coordinator	\$260.00 Annual	260.00	-

Town Fund Balances
As of December 31, 2018

General Fund Checking Account	2,519.53
General Operating Reserve	265,615.91
Highway Fund Checking Account	23,592.49
Listers Checking Account	14,069.41
Petty Cash	400.00
Cemetery Lots Investment Account	24,423.35
Ena Bickford Cemetery Investment Fund	89,435.86

1899
AUDITORS' REPORT.

The town is now practically out of debt, if all taxes were collected and a small amount in the treasury.

The permanent repairs on roads have been in excess of the five per cent highway tax, or enough to insure the drawing the money for two years.

We think with the usual expenses of the town, that a tax of 125 cents for town purposes, divided as follows: Highway, 25 cents; State School, five cents; State Highway, five cents; County, one cent; Town, 89 cents.

A. A. BARBER,
IRVIN RANNEY, } Auditors.
W. J. SMITH,

Listers Financial Report
January through December 2018

Income

Lister Receipts	
Lister Allocation from Town	3,000.00
Lister PVR Reappraisal	4,462.50
Lister PVR Equalization	<u>525.00</u>
Total Lister Receipts	<u><u>7,987.50</u></u>

Expense

Listers	
Listers Contracted Services	501.50
Listers Software Maint & Update	<u>1,733.81</u>
Total Listers	<u>2,235.31</u>

Office-Operations	
Postage, Mailing Service	<u>103.60</u>
Total Office-Operations	<u>103.60</u>

Payroll Expenses	
Listers Wages	3,817.13
Town Portion of Payroll Taxes	
Social Security and Medicare	<u>292.01</u>
Total Town Portion of Payroll Taxes	<u>292.01</u>
Total Payroll Expenses	<u><u>4,109.14</u></u>

Total Expense	<u>6,448.05</u>
----------------------	-----------------

Tax Collector's Report

Grand List 1918, \$3189.30

Whole amount of State, County and Town tax	3189 30
" Highway "	2870 37
" School "	<u>3189 30</u>
	9248 97

**SHEFFIELD CEMETERY ASSOCIATION
2018 Financial Statement**

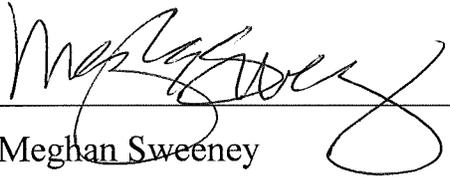
Date	Description	Section Totals	Cash Balance
01-01-18	Balance on hand (checking account)		\$4,075.94
	Receipts		
12-31-18	2018 Town of Sheffield budget		5,000.00
	Funeral services		650.00
<hr/>			
	Disbursements		
<u>Cemetery</u>			
Baptist	Mowing and trimming	\$1,145.00	-1,145.00
Cass	Mowing and trimming	500.00	-500.00
Dexter	Mowing and trimming	\$2,300.00	
	Funeral services	650.00	
	Maintenance	57.00	
	Repairs	742.17	
	Supplies	328.60	
		<u>\$4,077.77</u>	-4,077.77
Ingalls	Mowing	80.00	-80.00
Mosher	Mowing road	120.00	-120.00
UnionHse	Mowing	\$375.00	
	Grave repairs	70.00	
		<u>\$445.00</u>	-445.00
Memorial	Supplies	\$59.90	-59.90
	Total Disbursements	<u>\$6,427.67</u>	
12-31-18	Balance on hand (checking account)		\$3,298.27

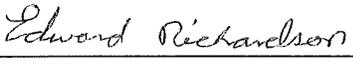
Town of Sheffield, Vermont
Chartered 1793

Statement of the Auditors
Town of Sheffield, VT

In accordance with the Vermont Statutes Annotated Title 24, Section 1681, we, the Auditors of the Town of Sheffield, Vermont have examined the preceding accounts and records of the Town of Sheffield, Vermont. To the best of our knowledge, the financial statements and reports of the Town of Sheffield contained therein show the financial activity position of the Town of Sheffield for the fiscal year ended December 31, 2018.

Auditors

	1.10.19
Meghan Sweeney	Date

	1/10/19
Edward Richardson	Date

	1-10-19
David Eliassen	Date

Section 2. Sheffield Reports

Sheffield-Wheelock Volunteer Fire Department.....	31
Sheffield- Wheelock Transfer Station.....	33
Keniston and Dane Educational Fund.....	35
Sheffield Field Day.....	36
Sheffield Food Pantry, Inc.....	37
Sheffield Historical Society, Inc.....	38
Sheffield Town Hall Committee.....	39
Sheffield Animal Control Officer.....	40

SHEFFIELD-WHEELOCK FIRE DEPARTMENT

2018 BUDGET COMPARISON

(budget tools are for both towns combined)

Description	2015 Budget Actual	2016 Budget Actual	2017 Budget Actual	2018 Budget Actual	2019 Proposed
Workers Comp.	1,400 1,534	1,600 1,508	1,600 1,349	1,600 1,236	1,600
Dispatch	3,600 3,864	4,000 2,545	4,000 3,155	4,000 3,627	4,250
Insurance	5,500 4,478	5,000 4,536	5,000 4,597	5,000 4,496	5,250
Veh. Maint. & Repairs	6,000 3,051	6,400 9,203	6,400 1,510	5,400 606	5,900
Equipment Repairs	2,000 242	2,000 2,060	2,000 1,716	2,000 76	2,250
Radio / Pager	2,000 2,240	2,000 3,488	2,000 809	2,000 1,355	2,250
Training	1,500 1,235	1,500 411	1,500 260	1,500 -	1,500
Personal Equipment	5,250 3,560	5,000 516	5,000 5,936	5,000 648	6,250
New Equipment	4,000 6,609	3,500 5,673	3,500 2,675	3,500 2,288	3,500
General	2,750 4,678	3,000 4,046	3,000 4,372	3,000 2,099	3,250
Capital Equipment Purchases / Other	0 14,634	0 0	0 15,229	0 27,300	
Total	46,125	33,986	41,608	43,731	
Grants, Donations, Fundraising	12,125	9,852	9,700	3,576	
Budget	34,000	34,000	34,000	34,000	36,000

We are requesting an appropriation of \$18,000 from each town. (This is a \$1,000 increase from last year)

We are again requesting \$9,700.00 from both towns for our truck replacement fund.

Sheffield / Wheelock Transfer Station

	2018 Actuals	2018 Approved Budget	2019 Proposed Budget
Income			
Town Appropriations-Operations			
Sheffield Appropriation	11,950.00	11,950.00	7,200.00
Wheelock Appropriation	11,950.00	11,950.00	7,200.00
Total Town Appropriations-Operations	<u>23,900.00</u>	<u>23,900.00</u>	<u>14,400.00</u>
Interest Income	10.83	12.00	10.00
Trash Bag Sales	30,088.00	32,000.00	32,000.00
Income from Recycled Metals	2,439.65		2,800.00
Total Income	<u>56,438.48</u>	<u>55,912.00</u>	<u>49,210.00</u>
Previous Year's Surplus to be Used			
Expenses			
Imprinted Trash Bags	11,390.87	5,000.00	0.00
Imprinted Windshield Stickers	361.20		0.00
Hauling Fees			
Trash (Compactor) Hauling	4,490.00	5,000.00	5,000.00
Open-Top (Demolition) Hauling	3,065.00	4,000.00	4,000.00
Recycling Pickup Fees	1,410.00	1,400.00	1,450.00
Bulky Hauling	1,205.00	800.00	1,250.00
Total Hauling Fees	<u>10,170.00</u>	<u>11,200.00</u>	<u>11,700.00</u>
Disposal (Tipping) Fees			
Trash (Compactor) Disposal	15,578.97	16,000.00	16,000.00
Open Top (Demolition) Disposal	6,287.68	7,000.00	7,000.00
Compost Recycling Tote Fees	1,480.00	1,200.00	1,500.00
Bulky Disposal	771.60	200.00	800.00
Total Disposal (Tipping) Fees	<u>24,118.25</u>	<u>24,400.00</u>	<u>25,300.00</u>
NEKWMD Per Capita Fees			1,350.00
NEKWMD Waste Surcharge	7,126.77	12,000.00	8,000.00
Operations			
Electric	1,201.41	1,200.00	1,200.00
Heating Fuel	637.43	1,000.00	1,000.00
Porta Toilet	55.00	100.00	100.00
Postage and Shipping	7.90		
Repairs and Maintenance	203.42	1,000.00	500.00
Total Operations	<u>2,105.16</u>	<u>3,300.00</u>	<u>2,800.00</u>
Total Expenses	<u>55,272.25</u>	<u>55,900.00</u>	<u>49,150.00</u>
Net Income	<u><u>1,166.23</u></u>	<u><u>12.00</u></u>	<u><u>60.00</u></u>

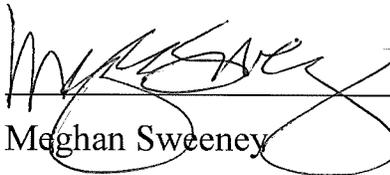
Sheffield/ Wheelock Transfer Station

Joint Statement of the Auditors

Town of Sheffield, VT

In accordance with the Vermont Statutes Annotated Title 24, Section 1681, we, the Auditors of the Town of Sheffield and Wheelock, Vermont have examined the preceding accounts and records of the Sheffield/ Wheelock Transfer Station. To the best of our knowledge, the financial statements and reports of the Sheffield/ Wheelock Transfer Station contained therein show the financial activity position of the Sheffield/ Wheelock Transfer Station for the fiscal year ended December 31, 2018, *with the exception of the unaudited budget line for trash bag sales at the Transfer Station.*

Auditors

 1-10-19

Meghan Sweeney Date
Sheffield

Kim Crady-Smith Date
Wheelock

 1/10/19

Edward Richardson Date
Sheffield

Barbara Miller Date
Wheelock

 1-10-19

David Eliassen Date
Sheffield

Tiffany Rice Date
Wheelock

KENISTON AND DANE EDUCATIONAL FUND

The Keniston and Dane Educational Fund was established by Marion K. Dane and Harry A. Keniston to benefit qualified college students as well as qualified endeavors at Miller's Run School.

Annual Report Year 2018

	Basis	Market Value
Invested assets as of January 1, 2018	\$1,137,052.73	\$1,357,973.28
Invested assets as of December 31, 2018	1,096,415.71	1,266,793.65
Distributions to beneficiaries in 2018		\$54,982.00

The following **college students** received distributions from the Fund during 2018.

From Sheffield: Nicholas F. Aiken, Samuel L. Blodgett, Brandon W. Brunell, Kira M. Cogger, Katherine H. Ham, Amelia J. Hill, Jada S. Rosemark, Emma E. Tucker and Bryana M. Williams. **From Wheelock:** Christian V. DeKett, Jamie E. DeKett, Rossen B. Goodwin, Kathleen J. Hunter, Rebekah J. Kadamus, Nicolas J. Lasseigne, Autumn D. Lee, Alyssa K. Leonard, Margaret R. Martin, Terra R. Plocic, Rachael L. Savoie, Devon J. Switser, Bryanna S. Trottier and Angelina M. Zola

Students in the eighth grade at **Miller's Run School** received matching funds during 2018.

Sheffield Field Day
Profit & Loss
 January through December 2018

	Jan - Dec 18
Income	
Bingo	150.60
Book Donations	0.00
Bottle Redemptions	14.60
Cash Raffle	264.00
Dessert Auction	253.00
Donations	
Children's Activities	12.75
Floral Hall Donations	10.00
General Donations	75.00
Pony Rides Donation	25.00
Total Donations	122.75
Fiddlers' Contest Donations	1,402.00
Fiddlers' Contest Interest	1.13
Food Sales	
BBQ	1,689.00
Corn Roast	226.00
Food Booth # 1	826.50
Food Booth # 2	1,941.75
Ice Cream	56.00
Sno-Cones	255.25
Total Food Sales	4,994.50
Horseshoes Tournament	455.00
Raffles	
Ticket Raffle	765.00
Total Raffles	765.00
Vendor Space Fees	225.00
Total Income	8,647.58
Expense	
Advertising	230.50
Children's Activities Rentals	425.00
Donations to S / W Fire Dept	2,500.00
Face Painting	75.00
Fiddlers' Contest Prizes	1,435.00
Floral Hall Prizes	176.00
Food	523.98
Music	300.00
Portable Toilets	675.00
Ribbons, Trophies and Prizes	143.05
Santa Gifts	53.22
Security Patrol	282.00
Supplies	2,612.78
Ticket Raffle Prizes	51.96
Trash Disposal	52.00
Total Expense	9,535.49
Net Income	-887.91

Sheffield Food Pantry
A 501(c)(3) not for profit corporation
Report for period ending December 31,2018

Sheffield food Pantry Board of Directors; Gretchen Fadden, chair; Toni Masure, co-chair; Rodney Dwyer, Secretary/Treasurer; Linda Lyman and Linda Britt, Directors

The Sheffield Food Pantry, which takes place on the first Wednesday of the month is only serving approximately forty (40) senior citizens and an average of eighty five (85) families since there are a lot of deaths in the community. Also there were a lot of people who moved away. The Produce Drop is temporarily on hold due to the weather. The hours of the Food Pantry are from 9:30 to 11:00 or 11:30AM. Participants must show proof of residency for the towns served which are Sheffield, Wheelock and Sutton.

The Community lunch program has been temporarily postponed, mainly to a lack of cooks.

There still seems to be losses in our volunteers which we regret mainly from people moving away.

In November fifty five (55) families received Thanksgiving boxes with the help of quite a few donations from the community and from other organizations. In December the Sheffield Food Pantry was able to distribute another fifty five (55) boxes for Christmas dinners.

As a partner of the Vermont Foodbank and recipient of VT Fresh Grants we are now distributing over 100,000 pounds of fresh produce through the year. We have also received shelving to accommodate the Town Hall and make things look neater. The Vermont Foodbank provides produce cooking demonstrations for us when they can. It is difficult during the Winter.

The Sheffield Food Pantry is very grateful for our volunteers and the support of the community.

Respectfully submitted by Rodney Dwyer, SFP Secretary/Treasurer.

SHEFFIELD HISTORICAL SOCIETY
2018 Annual Report

The Sheffield Historical Society is a 501(c) (3) not for Profit Corporation established in 1992. Current Board of nine directors: Francie – Vos, President; Gretchen Fadden, Vice President; Audrey Richardson, Secretary; Ed Richardson, Treasurer; Norma Williams, Curator, John Clark; Beverly Frost; Becky Martin; Betty Burt.

Our Mission statement reads:

The purpose of the society shall be charitable, historical and antiquarian work and research; the collection, acquisition, preservation and exhibition of books, manuscripts, pamphlets, genealogical information, works of art, and other articles of historical, cultural and antiquarian interest, the publication of books, periodicals, tracts and pamphlets devoted to or treating historical, antiquarian and genealogical subjects. Subjects considered for acquisition and research shall include but not limited to the material, agricultural, industrial, civil, political, literary, ecclesiastical, genealogical and military history of the community of Sheffield, Vermont.

As of December 31, 2018, the SHS checking account balance was \$211.51 and the savings balance of \$1,120.84.

The Sheffield Historical Society had a busy year. Each weekend from Memorial Day through Labor Day weekend, Sheffield Field day the historical building on the hill is open. Many tours are also conducted by Curator Norma Williams by appointments. Contacting Norma W. or the Town Treasurer can schedule these any time. Our guest book had about 40 names added this past year with many more going through during the days of tours, and Field Day. A conservative estimate of 60 and a few more is probably accurate.

Respectfully submitted, Ed Richardson Treasurer

Sheffield Town Hall Report 2018

The Town Hall, again had a busy 2018 year. Each month on the first Wednesday, the Food Shelf conducted their food distribution program serving the towns of Sheffield, Wheelock and Sutton. With the produce drop on the 2nd Thursday, the Town Hall was well used. This year there were 73 plus day and evening rentals as well as chairs and tables being rented out for special in town events.

The Annual Chicken Pie Supper was one of the highlights of the year with three sittings and many compliments for the great job and tasty food prepared by the Church ladies. The annual Christmas Craft Fair was held November 3rd with a full house, most of whom were return vendors. A Ham Supper was also enjoyed November 9th. The Diligent Dames filled Christmas "Thinking of You" boxes for 18 persons. The Food Pantry also put together Thanksgiving and Christmas Boxes for many local families.

Christmas lights and the tree were put on the porch with the help of the home demonstration group in decorating the tree, adding color to the town. Hot chocolate and cookies by Ladies Aid were also enjoyed by a few and a bit of singing of Christmas carols. Thanks also to the lights at some homes around town giving a splash of color to the winter scene.

Plans for 2018 were to give an upgrade to the basement floor as the tiles are deteriorating, not done this year. We were able to upgrade the upstairs floor and the stage with a sanding and several coats of polyurethane making it look much better. A new stove was purchased for the kitchen replacing the old one whose ovens were difficult to light.

Thanks for all your help this year!

Ed Richardson

ANIMAL CONTROL OFFICER
Town of Sheffield
Candace E. Dane
802-535-7109

End of the Year – 2018 – Report

2018 was pretty quiet with regard to the animal population in the Town of Sheffield. We had a few stray dogs that were returned to their owners or have gone on to new and better homes.

While more dogs are getting their rabies vaccinations and getting licensed with the Town, there is a lot more work to do with regard to this. The Town of Sheffield holds a rabies clinic for your convenience, take advantage of it. While there, please update your contact information with the Town Clerk, your dog will get home faster.

Also, if you see something you think is not quite right with regard to the care of an animal, PLEASE CALL. Call the Town Clerk, call me, call the State Police, call the Sheriff's Department. We all have information and resources and training to provide help for those animals. We do not give out names we give our help and everyone benefits.

As always I hope the year 2019 brings all good things to the animal population in the Town of Sheffield.

Sincerely,
Candace Dane
Animal Control Officer

Section 3. Community Reports

Caledonia County Budget.....	41
Caledonia County Sheriff Report.....	45
Miller's Run School Principal Report.....	46
Minutes of the Unified School District #37 Annual Meeting.....	47
Kingdom East Supervisory District.....	50
Lyndon Rescue, Inc.....	54
Northeast Kingdom Waste Management District.....	61
NVDA- Northeastern Vermont Development Association.....	67
Reports from organizations requesting Appropriations	
American Red Cross.....	69
Caledonia Home Health Care and Hospice.....	71
Cobleigh Public Library.....	73
Darling Inn Senior Meal Site.....	76
Fairbanks Museum and Planetarium.....	77
Green Up Vermont.....	78
H.O.P.E.....	79
Northeast Kingdom Council on Aging.....	80
Northeast Kingdom Human Services.....	81
Northeast Kingdom Learning Center.....	82
Northeast Kingdom Youth Services.....	84
Rural Community Transportation, Inc.....	86
Umbrella.....	87
Vermont Center for Independent Living.....	89
Vermont Rural Fire Protection Task Force.....	92
Village Improvement Society and Powers Park.....	95

Appropriations History

Appropriations History- Town Meeting 2019

Name of Organization	Requested 2017	Actual 2017	Requested 2018	Actual 2018	Requested 2019
American Red Cross	250	250	250	250	250
Caledonia Home Health	1,100	1,100	1,100	1,100	1,100
Cobleigh Library	600	600	600	600	650
Community Restorative Justice Center			500	0	0
Darling Inn Sr Meal Site	250	250	250	250	250
Fairbanks Museum	703	703	703	703	703
Green-Up Vermont	50	50	50	50	50
H.O.P.E.	500	500	500	500	500
Lyndon Rescue	15,632	15,632	28,076.82	28,076.82	Allocation
Lyndonville Youth Baseball/ Softball	350	350	250	250	0
NEK Council on Aging	330	330	330	330	330
NEK Human Services	738	738	738	738	738
NEK Learning Services	100	100	100	100	100
NEK Youth Services	300	300	300	300	300
NVDA	527	527	527	527	Dues
RCT	1,000	1,000	1,000	1,000	1,000
SNW Fire Operation	17,000	17,000	17,000	17,000	Allocation
SNW Truck	9,700	9,700	9,700	9,700	Allocation
Sheffield Food Pantry	360	360	360	360	Allocation
Umbrella	500	500	500	500	500
VT Ctr for Independent Living	55	55	55	55	55
VT Rural Fire Protection Task Force	100	100	100	100	100
Village Improvement Society/ Powers Park	1,000	1,000	1,000	1,000	1,000
Totals	51,145	51,145	63,990	63,490	7,626

NOTICE

Warning of the Caledonia County Meetings

In compliance with H.134, which was enacted by the 1998 session of the Vermont Legislature, a meeting of the voters and select persons is hereby called, for the purpose of presenting the proposed County budget for the ensuing 2020 fiscal year.

All citizens interested in these matters will meet at the fourth-floor conference room of the Caledonia Courthouse at 1126 Main St, St. Johnsbury, at noon December 17, 2018 to discuss the county budget. A final hearing will be held at noon January 18, 2019 at the same location.

Personnel.....	\$128,000
Operations.....	\$31,000
Professional Services.....	\$5,600
Building Expense.....	\$500
Reserve Fund.....	\$3,000
Probate.....	\$1,450
TOTAL COUNTY COURT EXPENDITURES.....	\$169,550
SHERIFFS DEPARTMENT.....	\$185,942
CALEDONIA COUNTY GRAND TOTAL.....	\$355,492

Past Years Budgets

(Fy2019 \$367,686) (Fy2018 \$353,587)

(Fy2017 \$360,784) (Fy2016 \$368,584)

Dated at St Johnsbury, Vt. This 29th day of November, 2018.

Roy C. Vance
Assistant Judge
Caledonia County

John S. Hall
Assistant Judge
Caledonia County

Present methodology.

Base rate- (\$598 per pay period) $598 * 26 = \$15,550$

Vacation Days- (25@8 hrs) $200 * \$21.78 = \$4,356$

Holidays- (10@8hrs) $80 * \$21.78 = \$1,742$

Total \$21,650

New methodology

Payroll effective January 1, 2018

(Hourly Rate \$21.78)

Base rate \$810 which will include ALL vacation time. Vacation time will NOT be recorded separately on the time sheet.

Holidays will be entered on the time sheet and paid for the same way they are now. ($8 * \$21.78$)

Training and meetings will also be recorded and paid the same way they are now

Family and civil court time will also be recorded and paid the same way they are now

Base rate- (\$810 per pay period) $810 * 26 = \$21,060$

Holidays- (10@8hrs) $80 * \$21.78 = \$1,742$

Total \$22,802

Sheffield Town Clerk

From: Hall, John S. <John.S.Hall@vermont.gov>
Sent: Friday, December 28, 2018 12:16 PM
To: Kirby TC; Peacham TC; 'StJ TC'; 'Barnet TC'; Burke TC; Danville TC; Hardwick TC; 'townclerk@grotonvt.comgroton'; Lyndon TC; Newark TC; Ryegate TC; Sutton TC; Walden TC; Waterford TC; Wheelock TC; townofstannard@vtlink.net; Sheffield Town Clerk
Cc: Hall, John S.; Vance, Roy; McDonald, Michele
Subject: County Tax.xlsx
Attachments: County Tax.xlsx

Attached is the county tax schedule for FY 2020.

We are pleased and proud to report that we reduced the tax rate of the Equalized Grand List from \$1.241 per hundred in FY 2019 to \$1.140 for FY 2020.

The tax amount for FY2019 was \$353,356, for FY2020 it is \$328,492 about a 7% reduction. Every town in Caledonia County will realize a savings.

As former selectboard members both Roy and I know the good work you folks do for you citizens and we are proud to serve you.

We wish all of you a happy, healthy and prosperous New Year!

John Hall
Roy Vance

TOWN	EQUALIZED G/L	Tax Rate	Town Tax	Town Tax	CHANGE	
		Per \$100	FY 2020	FY 2019	+ / (-)	% CHNGE
Barnet	2,325,990	1.14	26,516	27,885	(1,369)	-4.9
Burke	2,624,590	1.14	29,920	32,023	(2,103)	-6.6
Danville	2,881,080	1.14	32,844	35,641	(2,797)	-7.8
Groton	1,186,030	1.14	13,521	14,276	(755)	-5.3
Hardwick	1,877,040	1.14	21,398	22,966	(1,568)	-6.8
Kirby	537,870	1.14	6,132	7,005	(873)	-12.5
Lyndon	3,674,460	1.14	41,889	46,577	(4,688)	-10.1
Newark	885,170	1.14	10,091	10,807	(716)	-6.6
Peacham	1,272,930	1.14	14,511	15,137	(626)	-4.1
Ryegate	1,298,820	1.14	14,807	15,347	(540)	-3.5
Sheffield	573,560	1.14	6,539	7,033	(494)	-7.0
St. Johnsbury	5,120,250	1.14	58,371	62,990	(4,619)	-7.3
Stannard	189,080	1.14	2,156	2,442	(286)	-11.7
Sutton	909,410	1.14	10,367	10,878	(511)	-4.7
Walden	898,700	1.14	10,245	11,340	(1,095)	-9.7
Waterford	1,936,980	1.14	22,082	22,746	(664)	-2.9
Wheelock	615,860	1.14	7,021	7,523	(502)	-6.7
	28,807,820		328,492	353,356	(24,864)	-7.0

Tax Rate for Fy 2019 was \$1.2410 Tax Rate for Fy 2020 reduced to 1.140

**DEAN SHATNEY, SHERIFF
CALEDONIA COUNTY
970 Memorial Drive
ST. JOHNSBURY, VT 05819
802-748-6666 FAX 802-748-1684
E-MAIL: dean.shatney@vermont.gov
ANNUAL REPORT
For 2018**

We completed another audit for our office this past year and it resulted in no findings or problems of any kind. The state of the Caledonia County Sheriff's Department is very good. We have kept our rates for service the same for the past few years and have a slight increase with construction and traffic. This increase is do to the fuel prices. We continue to add vehicles to our fleet, replacing cars that have served us well. We have thirteen marked cars, a 2014 van for prisoner transports, one unmarked car being used for civil process service. The radar cart is working well and in many towns. That purchase was with the use of Governors Highway Safety Grant funds. We have a large enclosed trailer that we use as an office at the fair and other security details. This trailer may be utilized as a command post at a mass casualty incident as well. We have an ATV, two golf carts, and two snowmobiles that we use for our snowmobile patrols. With project (ROAD), Responsible Operators Against Distractions, we want to continue to educate operators about phone use and texting while driving. We continue to do town patrols and we feel that the towns that we patrol are a safer place to live & drive in because of our presence. The patrols are community based. Which means each town is different, so the patrols may be different. We are taking a proactive response instead of a reactive response. This effort has helped with both fighting crime and communications with the towns. The Sheriff's Department has 25 Law Enforcement Officers to start the new year and 2 new deputies will go to the academy in March. We have become more active with local schools to ensure the safety of students and staff. We have been involved with drills and evacuation plans and will continue to assist as needed. We continue to look at 24 hour dispatching for the county, but are unable to do that right now. Our new location is wonderful and working as it should. We've had a lot of visitors and people stopping by with question. We are more visible and easier to reach. Plus the savings on the tax payers went from \$50,000, down to \$27,000. In 12 years, that expense will go away and the county will own the building.

If anyone has questions or concerns, please call me or stop by the office. My door is always open. I look forward to serving this county as the Sheriff. We have continued with our great relationship with Northeast Vermont Regional Hospital and are helping them make certain that their patients and staff feel safe while in the hospital. We will again do snowmobile patrols throughout the county. Doing our best to keep the trails as safe as possible, and we will again answer snowmobile related complaints.

Please check out our facebook page. Thank You.

**Sincerely,
Sheriff Dean Shatney**



Miller's Run School

Patrick Ham, Principal



The school year 2018-2019 is well underway with several programs and opportunities added this year.

First, due to class sizes and student needs, we have shifted our teaching resources to the Kindergarten to third grade classrooms. This allowed us to place a greater emphasis on our primary grades, building a foundation for success in middle school. In the new configuration there are teaming opportunities for the 4th/5th grade teacher and students! Academically, we continue to pursue excellence in all our core subjects. In literacy, our teachers are using the Teachers College Units of Writing. In math, grades K-5, we are in our second year of implementation with the Bridges Math program.

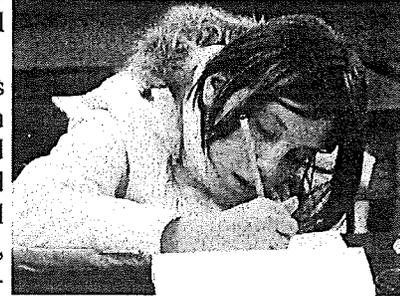


Second, with our Performing Arts fund, we have been able to continue our violin program for 3rd-5th grade students. We had a 6-week session of dance for the second grade students. We hosted the first annual sixth grade choral music festival on February 1st, followed by 6th grade band lessons for the rest of the school year. We look forward to more opportunities to attend fine arts performances and to have visiting artists perform on site. This is all possible due to the support of the UD#37 board and the communities of Sheffield and Wheelock as UD#37 closed after 44 years. Thank you, community!

Thirdly, our Principal Advisory Committee and the Friends of Miller's Run School meet regularly on the second Monday of each month, at 5 PM. This group advises the principal and provides communication between the Kingdom East board and the local school community. They organize

community events, share school volunteer opportunities and fundraising, and hear from students, teachers, and other school personnel.

Our minutes are posted on our school website, and always feel free to join us, once or regularly!



Fourth, with our Facilities and Maintenance Fund, we have been able to repair and upgrade equipment, add needed lunch tables; we look forward to other facility upgrades.

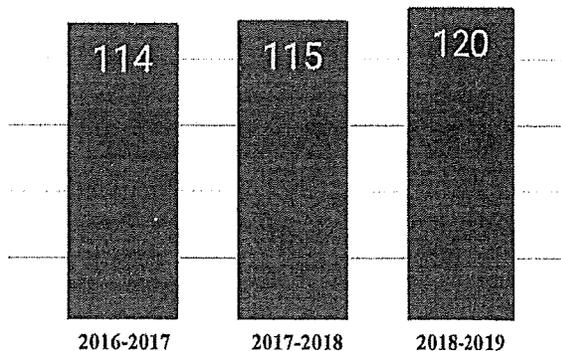
Finally, in community service, our students wrote a grant last year to purchase chickens and a coop which we have established in our community garden. Our students plant, weed, harvest and generally maintain the garden with support from the community. This year, we have a group of students working on a grant for a greenhouse. This would be in addition to the hoop house we already have on site. Stop by in good weather for a tour!

As 2018 wrapped up, Miller's Run was also recognized as a VT Positive Behavior Intervention and Supports Exemplar school, for the 6th consecutive year!

As a school committed to the whole child, we look forward to continued growth in academics, positive behavior, sustainable living, and culture at Miller's Run School!

Grades: PreK-8
Classroom Teachers : 8
Special Educators: 2
Support Staff: 12
Students PreK-8: 120

Enrollment Trends (As of 10/1/18)



UNIFIED SCHOOL DISTRICT #37
ANNUAL MEETING
February 27, 2018

The Annual Meeting of Unified School District #37, held at Miller's Run School, Sheffield, Vermont, was called to order at 6:00 PM by Moderator Peter Miller.

Present for the meeting were School Directors Peter Emerson, Jill Faulkner, Erika Lavalley, Biff Mahoney and Leah Rexford; principal Patrick Ham; Sheffield Clerk William St. Peter; Moderator Peter Miller; citizens Carlene Brill, Martin Holladay, Barbara Miller, Audrey Richardson, Ed Richardson, Frances Hersey; Wheelock Clerk and UD#37 Clerk Carol Rossi.

Peter Miller read the warning.

Article 1: To elect a Moderator

Peter Miller was nominated by Ed Richardson, seconded by William St. Peter. There were no other nominations. Martin Holladay made the motion that nominations cease and the clerk cast one ballot for Peter Miller for Moderator, seconded by William St. Peter; so voted.

Article 2: To elect a Clerk

Carol Rossi was nominated by Audrey Richardson, seconded by Barb Miller. There were no other nominations. Ed Richardson made the motion that nominations cease and the moderator cast one ballot for Carol Rossi for clerk; so voted.

Article 3: To elect a Treasurer

Carol Rossi was nominated by Martin Holladay, seconded by William St. Peter. There were no other nominations. Ed Richardson made the motion that nominations cease and the clerk cast one ballot for Carol Rossi, seconded by William St. Peter; so voted.

Article 4: To fill all other offices which may be vacant.

Audrey Richardson made the motion to pass over Article 4, seconded by William St. Peter; so voted.

Article 5: To hear and act upon the reports of the District Officers and School Directors

Jill Faulkner, School Board Chair, explained that this is a transition year. No budget is being presented for Unified School District #37. The proposed budget for the Kingdom East District will be voted on in April. The informational meeting for that budget will be held April 5, 2018 at Miller's Run School.

The current year's Miller's Run budget is projected to end in a surplus. The district also has additional funds in four designated accounts. The School Board is proposing that the voters establish reserve accounts and shift the money from the surplus and the current designated accounts to the two proposed designated accounts. It was explained that if we do not take action to place these funds in designated accounts, the money will roll into Kingdom East accounts.

The two designated accounts proposed to receive the funds are the Miller's Run Educational Performing Arts Reserve Fund and the Miller's Run Educational Facility Reserve Fund. The School Directors explained that this was a legal way to keep UD#37 funds for use at Miller's Run School. The money in designated reserve accounts should be used within five years.

Patrick Ham spoke about some ideas for use of the money designated for facility improvements. He listed as possible projects to be considered the installation of solar panels, replacement of the oil burner with a wood pellet boiler, replacement of the gym floor, and installation of a generator. Martin Holladay suggested consideration be given to replacing the ventilation system.

Patrick Ham described the proposal to develop a performing arts program that would not only benefit students from our towns but might attract students from other towns to enroll at Miller's Run.

An error in the date stated in paragraph five of the warning was noted. It should read February 27, 2018 not February 27, 2017.

The motion was made to accept the reports of the District Officers and School Directors by Martin Holladay, seconded by William St. Peter; so voted.

Article 6: Shall the voters of the Unified School District #37 authorize the school board to borrow money in anticipation of revenues and to give a note or notes in the name of the district to secure payment thereof?

The motion was made to authorize the school board to borrow money in anticipation of revenues and to give a note or notes in the name of the district to secure payment thereof by Martin Holladay, seconded by William St. Peter; so voted.

Article 7: Shall the voters of the Unified School District #37 authorize the School Board to open a Miller's Run Educational Facilities Reserve Fund on or before June 1, 2018? (Australian Ballot)

Article 8: Shall the voters of the Unified School District #37 authorize the School Board to open a Miller's Run Educational Performing Arts Reserve Fund on or before June 1, 2018? (Australian Ballot)

Article 9: Shall the voters of the Unified School District #37 authorize the School Board to close the Capital Reserve Account, transferring all available funds to the Miller's Run Educational Facility Reserve Fund (Article 7) on or before June 30, 2018? (Australian Ballot)

Article 10: Shall the voters of the Unified School District #37 authorize the School Board to close the Equipment Reserve Account, transferring all available funds to the Miller's Run Educational Facilities Reserve Fund (Article 7) on or before June 30, 2018? (Australian Ballot)

Article 11: Shall the voters of the Unified School District #37 authorize the School Board to close the Tax Stabilization Account, transferring one-hundred thousand dollars (\$100,000) of said fund to the Miller's Run Educational Performing Arts Fund, (Article 8), all remaining surplus dollars in the Tax Stabilization Account, if any, be transferred to the Miller's Run Educational Facilities Reserve Fund on or before June 30, 2018? (Australian Ballot)

Article 12: Shall the voters of the Unified School District #37 authorize the School Board to transfer all surplus funds for the school year ending June 30, 2018, if any, to the Miller's Run Educational Performing Arts Fund (Article8)? (Australian Ballot)

The motion was made to pass over Articles 7,8,9,10,11 and 12 by Patrick Ham, seconded by William St. Peter; so voted.

Article 13: To transact any other business appropriate to come before said meeting.

Biff Mahoney suggested a new sign be purchased for the school.

Patrick Ham, principal, shared that he would like to do something to celebrate the 44 years of accomplishments of the Unified School District #37. He noted that this is the last Annual Meeting for UD#37. He suggested an event be held in the spring to recognize what our two towns working together have accomplished.

Mr. Ham also shared information about the violin program that has been started at Miller's Run and about a student community service initiative to construct a chicken coop and compost shed.

The audience expressed appreciation for the efforts of the principal and school directors with a round of applause. Other expressions of appreciation were made in recognition of the work of the superintendent, school board members and principal Patrick Ham .

Article 14: To adjourn.

The motion was made to adjourn by Martin Holladay, seconded by William St. Peter; so voted. The meeting adjourned at 7:10 PM.

Respectfully Submitted:
Carol Rossi, UD#37 Clerk

Unified School District #37 School Directors

Jill Faulkner
Peter Emerson
Erika Lavalley
Biff Mahoney
Leah Rexford



Kingdom East School District

PO Box 107, 119 Park Avenue

Lyndonville, Vermont 05851

Phone: 802-626-6100 Email: info@kingdomeast.org Fax: 802-626-3423

Burke Concord Lyndon Lunenburg/Gilman Miller's Run Newark Sutton

Dear Residents of Sheffield,

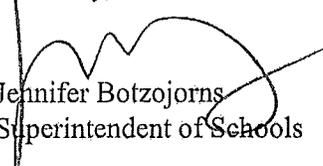
It is a considerable honor to serve as the Superintendent of Schools for Kingdom East School District. The citizens of our towns care deeply about public education and our children. This support is essential in continuing the strength of our schools and community. Our District includes seven preK-8 school programs, covering eight towns (Burke, Concord, Lunenburg, Lyndon, Newark, Sheffield, Sutton, and Wheelock), and choice for high school.

As the superintendent I have the opportunity to visit classrooms and see our young people in action. This past week, kindergarteners at Burke were learning to write about small moments; Sutton 5th graders were determining the relationship with fractions between part and whole, numerators and denominators. At Miller's Run the 7th grade mathematicians were learning the distributive property. In Lunenburg young scientists were describing plate tectonics and geology. Newark 4th grade citizens were learning the 50 states and their capitals. The Lyndon third graders were reading books about mammals and reptiles. Strolling into a PE class in Concord, I watched our young athletes playing an amazing run, grab, throw, chase and do burpees game. They all understood the intricate rules and were moving, sweating, learning and laughing!

The District annual report summarizes our programs, provides a glimpse into our individual schools, outlines the structure and work of our Board of School Directors, and details our budget and facilities needs. The highlights include details for our fiscal outlook along with our facilities plan for an expansion at Burke Town School and urgent replacement and repairs at Concord. I invite all residents of Sheffield to explore the Kingdom East Annual Report, attend the annual meeting and budget information sessions, ask questions and continue to visit your local school.

I look forward to: continuing our academic programs; increasing personalization and authentic, place based learning; expanding co-curricular, civic, service and after school programs; and creatively working across all schools to share resources and maximize potential. Thank you for allowing me the opportunity to serve you!

Sincerely,



Jennifer Botzjorns
Superintendent of Schools



Kingdom East School District

PO Box 107, 119 Park Avenue

Lyndonville, Vermont 05851

Phone: 802-626-6100 Email: info@kingdomeast.org Fax: 802-626-3423

Burke Concord Lyndon Lunenburg/Gilman Miller's Run Newark Sutton

Dear Residents of the Kingdom East School District,

This first year of growing the Kingdom East into one, operational, and steady School District has been as rewarding as it has been challenging!

Our fifteen Board members from across our new District have remained focused on what unites us: our commitment to our students. Student learning, health, and safety are our primary concern. The work of creating equitable, sustainable, educational opportunities for all students keeps us looking forward to what we can accomplish together.

The Facilities Committee focused this year on the current conditions of our buildings and the work that needs to be done to maintain safe, healthy, and learning-friendly environments for our students and staff. The Finance Committee worked diligently to prepare and monitor our overall budget to expand opportunities and support improved educational outcomes for our students. Keeping our focus on student's needs and success, while maintaining a realistic budget for taxpayers, guides the Board's decision making.

We are most fortunate to have an energized, committed Superintendent and School and Central Office staff who professionally keep our schools and students moving forward. Keeping up with new requirements, the challenges of poverty, and the needs of our children demand trained professionals with a commitment to our communities and schools. The Board is kept informed of the trends and realities of public education and we strive to maintain our focus on the success of each of our students.

Please consider serving our schools and communities by joining the Principal's Advisory Groups in your local school, joining the PTO, volunteering at the school or even running for the District Board. Supporting public education is important and rewarding!

It continues to be an honor to serve our communities,

Celeste Marie Girrell, Board Chair

Cynthia Stuart, Board Vice Chair

Miller's Run School 2018 Actual

Revenues	Budget	Received	Expected	Balance
Property Taxes	\$3,120,657	\$3,105,066	\$0	(\$15,591)
PreK Tuition	\$0	\$3,178	\$0	\$3,178
Elem Tuition	\$0	\$29,494	\$0	\$29,494
Refunds	\$0	\$749	\$0	\$749
Interest	\$16,500	\$20,653	\$0	\$4,153
Sm Sch Grant	\$100,000	\$109,364	\$0	\$9,364
E Rate	\$3,500	\$11,005	\$0	\$7,505
Miscellaneous	\$500	\$250	\$0	(\$250)
Trans. State Aid	\$39,642	\$39,788	\$0	\$146
State Placed	\$0	\$0	\$0	\$0
HS Completion	\$0	\$6,782	\$0	\$6,782
VISBIT Grant	\$0	\$0	\$0	\$0
Use Of Reserve	\$56,932	\$56,932	\$0	\$0
Medicaid	\$10,000	\$10,000	\$0	\$0
Prior Year SpEd	\$0	\$5,580	\$0	\$5,580
				\$0
				\$0
Totals Revenue	\$3,347,731	\$3,398,841	\$0	\$51,110

Revenue	\$51,110
Expenditures	\$157,215
Balance EOY 18	\$208,325

General Fund Bal	
Balance FY17	\$200,573
To Capital Reserve	(\$200,573)
FY 18 Surplus	\$208,325
Balance EOY 18	\$208,325

Capital Reserve	
Balance FY17	\$199,984
FY 17 Surplus	\$200,575
Transfer from Tax Stal	\$0
Trans to Fac. Res.	(\$400,559)
Balance EOY 18	\$0

Tax Stabilization	
Balance FY17	\$77,515
Use in FY18	(\$56,932)
Interest Revenue	\$1,728
Trans. To Perf. Arts	(\$22,311)
Balance EOY 18	\$0

Equipment Reserve	
Balance FY17	\$7,966
Transfer to Facility Res	(\$7,966)
Balance EOY 18	\$0

Facility Reserve	
Trans. From Cap Res	\$400,559
Trans. From Equip res	\$7,966
Balance EOY 18	\$408,525

Performing Arts Res	
Trans. From Tax Stab	\$22,311
Balance EOY 18	\$22,311

Food Service	
Balance FY17	\$11,029
Gen Fund Transfer	\$21,000
FY18 Surplus/Deficit	(\$7,440)
Balance EOY 18	\$24,589

As of November 30, 2018

Expenditures	Budget	Expended	To Be Spent	Balance
1100 Elem Instruction	\$799,693	\$764,901	\$0	\$34,792
1110 Home SchCoord	\$0	\$53,296	\$0	(\$53,296)
2120 Guidance	\$55,012	\$989	\$0	\$54,023
2130 Health	\$33,280	\$30,296	\$0	\$2,984
2140 Psychological	\$29,375	\$33,970	\$0	(\$4,595)
2150 Speech	\$2,000	\$3,788	\$0	(\$1,788)
2160 OT	\$0	\$0	\$0	\$0
2213 Prof Dev	\$13,700	\$19,444	\$0	(\$5,744)
2220 Library	\$39,663	\$35,326	\$0	\$4,337
2230 Technology	\$93,032	\$88,337	\$0	\$4,695
2310 School Board	\$32,615	\$12,990	\$0	\$19,625
2320 CNSU Office	\$104,843	\$101,115	\$0	\$3,728
2410 Principal Office	\$187,386	\$156,708	\$0	\$30,678
2510 Fiscal Services	\$46,900	\$28,535	\$0	\$18,365
2600 Maintenance	\$221,737	\$217,689	\$0	\$4,048
2700 Trans	\$99,081	\$96,282	\$0	\$2,799
3100 Lunch	\$21,000	\$21,000	\$0	\$0
5100 Long Term Debt	\$99,542	\$99,542	\$0	\$0
5210 Prior Year deficit	\$0	\$0	\$0	\$0
5350 Transfer	\$0	\$200,575	(\$200,575)	\$0
Secondary	\$984,270	\$1,063,799	\$0	(\$79,529)
Shared Special Ed	\$416,374	\$294,235	\$0	\$122,139
Special Ed Admin.	\$25,946	\$25,992	\$0	(\$46)
ECP	\$42,282	\$42,282	\$0	\$0
EEE	\$0	\$0	\$0	\$0
Totals	\$3,347,731	\$3,391,091	(\$200,575)	\$157,215

FY19 Miller's Run Beginning Reserve Balances	
Facilities Reserve	\$387,688.47
Food Service Reserve	\$24,588.46
Performing Arts Reserve	\$230,636.50

RESOLUTION

A RESOLUTION OF THE MILLER'S RUN SCHOOL DISTRICT BOARD OF DIRECTORS RATIFYING
AND CONFIRMING THE TRANSFER OF ALL ASSETS, OBLIGATIONS AND LIABILITIES TO THE
KINGDOM EAST UNIFIED UNION SCHOOL DISTRICT

1. WHEREAS, on March 7, 2017 the voters of the Miller's Run School District (the "District") approved the following actions, pursuant to 16 V.S.A. §706d-706f: (i) the formation of the KINGDOM EAST UNIFIED UNION SCHOOL DISTRICT ("KEUUSD") in accordance with the KEUUSD Articles of Agreement, dated October 27, 2016 and approved by the State Board of Education on December 20, 2016; and (ii) the merger of the District into the newly formed KEUUSD; and

2. WHEREAS, by Certification issued pursuant to 16 V.S.A. §706g, dated April 25, 2017 (the "Effective Date") and recorded in Book 191 at Page 345-351 of the Town of Sheffield and Book 70 at Pages 492-498 of the Town Wheelock Land Records, the Vermont Secretary of Education designated and certified the establishment of KEUUSD as a Unified Union School District, a body politic with the powers incident to a municipal corporation, which may sue and be sued in the name of the Kingdom East Unified Union School District, may hold and convey real and personal estate for the use of the Unified Union School District, and which shall exercise all the powers and responsibilities of a unified union school district in accordance with Chapter 11 of Title 16 of the Vermont Statutes Annotated; and

3. WHEREAS, pursuant to 16 V.S.A. §722, KEUUSD constitutes a unified union school district as it is organized to operate grades pre-kindergarten through 8th grade; and

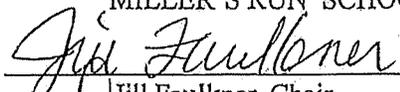
4. WHEREAS, pursuant to 16 V.S.A. §722, KEUUSD constitutes a unified union school district as it is organized to tuition grades 9th -12th grade; and

5. WHEREAS, pursuant to 16 V.S.A. §723 and the KEUUSD Articles of Agreement, on the Effective July 1, 2018 KEUUSD obtained title to the assets and assumed all of the existing contractual obligations and other liabilities of the member school districts, including the District; and

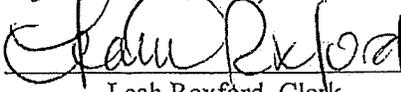
6. WHEREAS, the District Board of Directors intends to formally dissolve the District due to the aforementioned merger and desires to ratify and confirm the transfer of assets and liabilities of the District to KEUUSD.

7. NOW, THEREFORE, BE IT RESOLVED that the District Board of Directors hereby ratifies, approves and confirms, pursuant to 16 V.S.A. §723 that, as of July 1, 2018, all right, title and interest in or to District assets including, but not limited to, all real and personal property, was transferred to KEUUSD, along with all contractual rights, obligations and other liabilities of the District.

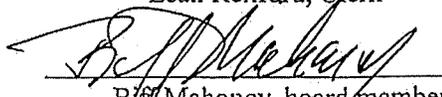
MILLER'S RUN SCHOOL DISTRICT BOARD OF SCHOOL DIRECTORS



Jill Faulkner, Chair



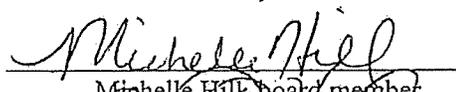
Leah Rexford, Clerk



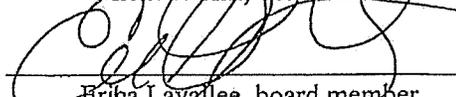
Bill Mahoney, board member



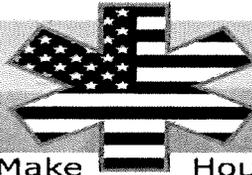
Peter Emerson, board member



Michelle Hill, board member



Erica Lavalley, board member

Lyndon**Rescue**

* We Still Make House Calls *
 2009 Vermont Ambulance Service of the Year
 114 Vail Drive, PO Box 401 Lyndonville, VT 05851

RECEIVED JAN 09 2019

January 4, 2019

To the Citizens We Serve:

This year was once again a year of change for Lyndon Rescue. We retired two ambulances from our fleet and purchased a new ambulance. The new ambulance has increased safety features not present in any of our previous trucks. Among them are a 5 point harness system to secure the crewmembers in the back of the ambulance during transport and a performance load stretcher that allows for more secure loading in to the ambulance. Through donations and fundraising we were able to put \$11,300 towards the cost of the new ambulance and will continue our efforts in 2019. We are grateful to the Town of Lyndon and the Lyndonville Fire Department for working with us to house the new ambulance.

We have new leadership in the organization. Our Director of Operations moved on to another full time job opportunity in August but continues to work as a per diem paramedic. We appreciate all of his hard work last year evaluating the organization and budget so that we are in a much better place financially going in to the new year.

We continue to offer CPR and First Aid classes to the community and in 2018 have had over 300 people take classes with us. Our Nationally Certified Child Passenger Safety Technicians continue to inspect child car seats by appointment. One of our CPS Technicians participated in an additional Special Needs training this year to be an increased resource for car seat information for children of all needs.

As in past years we also provided EMT coverage for special events and continued our ambulance billing services.

After 10 years of operating out of a second station in Island Pond we discontinued the operation in August this year. We welcome the employees that have decided to continue to work with us at our Lyndonville station.

Calls for service from Lyndonville station were up this year by 134. In 2017 we had 1,208 calls and in 2018 we had 1,342.

On behalf of the crewmembers of Lyndon Rescue we thank you for your continued support of our organization and allowing us to serve the community.

Sincerely,

Jillian McLaughlin, AEMT, CAC, I/C

Director of Operations

Expense Summary		Per Capita - 2018	
Operations Expenses			
Administration Expense			
Facilities Expenses			
Vehicle Expenses			
Education and Community			
Administration - Billing Expense			
Administration - Billing Facility Expense			
Total Expenses		Per Capita - 2019	

	FY 2018	FY 2019	Percent Change
Operations Expenses	\$642,989.78	\$622,851.85	-3%
Administration Expense	\$281,410.28	\$277,359.87	-1%
Facilities Expenses	\$14,632.96	\$18,632.96	21%
Vehicle Expenses	\$55,632.00	\$81,204.00	31%
Education and Community	\$5,416.48	\$5,866.48	8%
Administration - Billing Expense	\$39,787.80	\$40,694.18	2%
Administration - Billing Facility Expense	\$1,535.88	\$1,135.56	-35%
Total Expenses	\$1,041,405.19	\$1,047,744.90	1%

Income	Net Revenue	Percent Change
	\$584,325.85	-7%
	-\$457,079.34	9%

Town	FY 2018	FY 2019	Percent Change
Town - Lyndon	\$239,273.74	\$262,964.60	9%
Town - Burke	\$70,011.80	\$76,943.78	9%
Town - Sheffield	\$28,076.82	\$30,856.74	9%
Town - Wheelock	\$32,402.49	\$35,610.71	9%
Town - Victory	\$1,241.63	\$1,364.56	9%
Town - Granby	\$280.37	\$308.13	9%
Town - Kirby	\$9,732.76	\$10,696.42	9%
Town - Sutton	\$41,093.88	\$45,162.65	9%
Town - Newark	\$23,390.67	\$25,706.62	9%
Town - East Haven	\$11,575.18	\$12,721.25	9%

#	CATEGORY	DESCRIPTION	INCOME	TOTALS	INCOME	TOTALS
3000	INCOME	Lyndonville Division		584,325.85		545,409.45
	Revenue from Transportation Services			\$ 534,286.50		\$ 498,063.00
		Medicare	\$ -		\$ -	
		Medicaid	\$ -		\$ -	
		Commercial Insurance	\$ -		\$ -	
		Private Pay	\$ -		\$ -	
		Other Patient Revenue	\$ 534,286.50		\$ 498,063.00	
	Revenue from Collections		\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
	Revenue from Billing Services			\$ 16,500.00		\$ 13,500.00
		Northfield	\$ 13,500.00		\$ 13,500.00	
		Barton	\$ 3,000.00		\$ -	
	Revenue from Special Events			\$ 4,500.00		\$ 4,500.00
		Fair	\$ 1,000.00		\$ 1,000.00	
		Kingdom Trails Events	\$ -		\$ -	
		Burke Mountain Events	\$ -		\$ -	
		Other Events	\$ 3,500.00		\$ 3,500.00	
	Revenue from Fundraising			\$ 14,000.00		\$ 15,000.00
		Grants	\$ -		\$ -	
		Donations/Pledges	\$ 4,000.00		\$ 5,000.00	
		Charitable Events	\$ 7,500.00		\$ 7,500.00	
		Other	\$ 2,500.00		\$ 2,500.00	
	Revenue from Educational Services			\$ 8,000.00		\$ 10,000.00
		Community Training	\$ -		\$ 10,000.00	
		EMS Courses	\$ 8,000.00		\$ -	
	Revenue from Employee Benefit Contributions		\$ 4,039.35	\$ 4,039.35	\$ 1,346.45	\$ 1,346.45
	Revenue from Miscellaneous Sources			\$ -		\$ -
		Interest Income	\$ -		\$ -	
		Investment Income	\$ -		\$ -	
		Other Misc. Income	\$ -		\$ -	

#	CATEGORY	DESCRIPTION	Budget 2018		Budget 2019	
			COSTS	TOTALS	COSTS	TOTALS
	OPERATIONS	Lyndonville Division		642,989.78		622,851.85
	Salaries/Wages			391,948.56		391,098.60
		Daily Staff	322,957.44		312,194.68	
		Overtime	46,725.12		68,000	
		Transfer Pay	11,250		3,750	
		On Call Hours	0.00		0.00	
		Holiday Pay	11,016.00		7,153.92	
	Taxes			29,984.06		29,919.04
		Medicare	5,683.25		5,670.93	
		Social Security	24,300.81		24,248.11	
	Benefits			67,228.52		54,333.22
		Healthcare	20,196.72		6,732.24	
		Vision	422.28		130.32	
		Dental	1,725.12		532.32	
		Flex Plan	7,800.00		7,800.00	
		Retirement	9,688.72		12,203.67	
		Earned Time Off	27,395.68		26,934.67	
	Earned Time Debt Service		20,756.20	20,756.20		0.00
	Employee Health Screening			150.00		150.00
		Vaccines	150.00		150.00	
		Pre-Employment Physical				
		Background Checks				
	Uniforms		1,500.00	1,500.00	1,500.00	1,500.00
	Training/Education			2,500.00		15,000.00
		Tuition Reimbursement			12,500.00	
		Continuing Education - Clinical	2,500.00		2,500.00	
		Periodicals				
		Reference Materials	0.00		0.00	
		Licenses				
	Travel			0.00		0.00
		Mileage				
		Lodging				
	Clinical Supplies			17,400.00		19,300.00
		Disposable Supplies	12,000.00		13,500.00	
		Oxygen	5,400.00		5,800.00	
		Nitrous				
		Medications				
	Equipment			19,494.00		20,244.00
		Batteries - Cot, Autopulse, Monitor, Everyday	750.00		1,500.00	
		Pulse Ox/Glucometer				
		x series payment	17,244		17,244	
		Thermometer				
		Misc Equipment	1500		1500	
	Communications Fees			49,897.00		45,897.00
		St Johnsbury Fire Alarm	47,000.00		43,000.00	
		FCC Licensing				
		Cellular Service	1,547.00		1,547.00	
		Equipment	750.00		750.00	
		Equipment Repair	600.00		600.00	
	Technologies			0.00		500.00
		Ipads			500.00	
		Clinical Use Software				
	Special Events Expense			250.00		250.00
		Fair	250.00		250.00	
		Burke Mountain Events				
		Kingdom Trails Events				
		Misc Special Events				
	Major Equipment			13,500.00		17,160.00
		Stryker Service and payment	8,000.00		10,660.00	
		Zoll Service				
		IV Pump Service				
		Suction Service				
		Zoll Accessory Replacement				
		Equipment replacement/repair	5,500.00		6,500.00	
	Vermont Provider Tax		17,631.44	17,631.44	12,500.00	12,500.00
	Paramedic Intercept Service			10,750.00		15,000.00
		Newport	500.00		0.00	
		CALEX	10,000.00		15,000.00	
		Other	250.00		0.00	
	ADMINISTRATION	Lyndonville Division		281,410.28		277,359.87
	Salaries/Wages			101,212.80		96,994.24
		Director	75,004.80		70,000.00	
		Assistant Director of Administration	26,208.00		26,994.24	

Taxes			7,742.78		7,236.46
	Medicare	1,467.59		1,371.62	
	Social Security	6,275.19		5,864.84	
Benefits			23,075.45		29,074.47
	Healthcare	0.00		6,732.24	
	Vision	140.76		130.32	
	Dental	574.80		532.32	
	Flex Plan	2,600.00		1,300.00	
	Retirement	3,036.38		2,837.83	
	Earned Time Off	16,723.51		17,541.76	
Earned Time Debt Service		7,454.55	7,454.55	0.00	0.00
Workers Compensation		63,894.00	63,894.00	63,894.00	63,894.00
Unemployment		5,397.70	5,397.70	5,397.70	5,397.70
Employee Health Screening			0.00		0.00
	Vaccines	0.00		0.00	
	Pre-Employment Physical				
	Background Checks				
Uniforms		250.00	250.00	250.00	250.00
Training/Education			250.00		500.00
	Continuing Education - Office	250.00		250.00	
	Continuing Education - Clinical	0.00		250.00	
	Periodicals	0.00		0.00	
	Reference Materials	0.00		0.00	
	Licenses	0.00		0.00	
Travel			0.00		0.00
	Mileage	0.00		0.00	
	Lodging	0.00		0.00	
Professional Memberships/Affiliations			795.00		1,045.00
	CLIA	0.00		250.00	
	American Ambulance Association	600.00		600.00	
	Vermont Ambulance Association	100.00		100.00	
	National EMS Management Association				
	National Safety Council				
	Chamber of Commerce	95.00		95.00	
Insurance			14,900.00		14,900.00
	Commercial	600.00		600.00	
	Liability	10,000.00		10,000.00	
	Vehicle	4,300.00		4,300.00	
Office Supplies/Expenses		3,700.00	3,700.00	3,700.00	3,700.00
Software/Technology			1,488.00		3,118.00
	When to Work	350.00		330.00	
	Microsoft	238.00		238.00	
	QuickBooks	50.00		50.00	
	Website				
	Copier Lease	500.00		500.00	
	Computer Replacement	350.00		1,500.00	
	Printer Replacement	0.00		500.00	
Professional Services			18,000.00		18,000.00
	Legal	1,500.00		1,500.00	
	Accounting	1,300.00		1,300.00	
	Bookkeeper	10,000.00		10,000.00	
	Payroll Service	5,200.00		5,200.00	
Marketing/Public Relations			250.00		250.00
	Advertisement	0.00		0.00	
	Recruitment and Retention	0.00		0.00	
	Professional Printing				
	Promotional Items				
	Cross Professional Courtesy				
	EMS Week	250.00		250.00	
	Monthly Awareness Causes				
Bank Fees			7,200.00		7,200.00
	Interest Expense	6,500.00		6,500.00	
	Misc Bank Fees	700.00		700.00	
Food			0.00		0.00
	Meetings etc				
	Special Events				
	Operations				
Debt Service		25,000.00	25,000.00	25,000.00	25,000.00
Misc Expense		300.00	300.00	300.00	300.00
Postage		500.00	500.00	500.00	500.00
FACILITIES	Lyndonville Division		14,632.96		18,632.96
Facility Supplies			1,500.00		1,500.00
	Paper Products				
	Cleaning Supplies				
	House Water	0.00		0.00	
	General House Items	1,500.00		1,500.00	

Rent			7,800.00		12,300.00
	NVU \$725 a month and Town of Lyndon \$300 per month	7,800.00		12,300.00	
General Maintenance		800.00	800.00	800.00	800.00
Furniture			500.00		0.00
	Office	250.00			0.00
	Operations	250.00			0.00
Utilities			4,032.96		4,032.96
	Cable	94.20		94.20	
	Internet	1,319.76		1,319.76	
	Phone	2,619.00		2,619.00	
VEHICLES			55,632.00		81,204.00
Fuel			15,900.00		13,900.00
	Diesel	12,000.00		10,000.00	
	Gas	3,900.00		3,900.00	
General Use			500.00		500.00
	Tools, wash, etc	250.00		250.00	
	General Maintenance	250.00		250.00	
Road Use Fees			0.00		0.00
	Tolls				
91			10,600.00		0.00
	Repair	8,000.00		0.00	
	Maintenance	950.00		0.00	
	Tires	1,650.00		0.00	
	Payment	0.00		0.00	
	Replacement	0.00		0.00	
95			2,600.00		40,772.00
	Repair	0.00		1,500.00	
	Maintenance	950.00		950.00	
	Tires	1,650.00		1,650.00	
	Payment	0.00		36,672.00	
	Replacement	0.00		0.00	
93			10,600.00		10,600.00
	Repair	8,000.00		8,000.00	
	Maintenance	950.00		950.00	
	Tires	1,650.00		1,650.00	
	Payment	0.00		0.00	
	Replacement	0.00		0.00	
94			15,432.00		15,432.00
	Repair	4,000.00		4,000.00	
	Maintenance	1,140.00		1,140.00	
	Tires	1,100.00		1,100.00	
	Payment	9,192.00		9,192.00	
	Replacement	0.00		0.00	
EDUCATION AND COMMUNITY PROGRAMS			5,416.48		5,866.48
CPR Courses			4,216.48		4,666.48
	Equipment	1,550.00		2,000.00	
	Books	1,416.48		1,416.48	
	Cards	1,250.00		1,250.00	
EMS Courses			1,000.00		1,000.00
	FTEP				
	CEVO				
	Refreshers				
	Supervisors Boot Camp				
	Other Training Equipment	1,000.00		1,000.00	
Community Education			200.00		200.00
	B-Con	100.00		100.00	
	Hand Free CPR	100.00		100.00	
Training Equipment			0.00		0.00
ADMINISTRATION			39,787.80		40,694.18
Billing Division					
Salaries/Wages			24,453.00		25,181.00
	Billing Staff	24,453.00		25,181.00	
Taxes			1,870.65		1,926.35
	Social Security	1,516.09		1,561.22	
	Medicare	354.57		365.12	
Benefits			733.59		1,142.83
	Healthcare	0.00		0.00	
	Vision	0.00		0.00	
	Dental	0.00		0.00	
	Flex Plan	0.00		0.00	
	Retirement	733.59		755.43	
	Earned Time Off			387.40	
Earned time off Debt Service		286.56	286.56	0.00	0.00
Employee Health Screening			0.00		0.00

	Vaccines	0.00		0.00	
	Pre-Employment Physical	0.00		0.00	
	Background Checks	0.00		0.00	
Training/Education			1,500.00		1,500.00
	Continuing Education - Office	1,200.00		1,200.00	
	Continuing Education - Clinical	0.00		0.00	
	Periodicals	0.00		0.00	
	Reference Materials	300.00		300.00	
Travel			150.00		150.00
	Mileage	150.00		150.00	
	Lodging	0.00		0.00	
Office Supplies/Expenses			1,844.00		1,844.00
	Paper	250.00		250.00	
	Toner	550.00		550.00	
	Financial Forms	600.00		600.00	
	Labels	44.00		44.00	
	Misc Supplies	250.00		250.00	
	Shredder	150.00		150.00	
Postage		1,500.00	1,500.00	1,500.00	1,500.00
Software/Technology			6,300.00		6,300.00
	Tritech EMS Billing Software	4,800.00		4,800.00	
	Imagetrend Bridge	500.00		500.00	
	CDI	400.00		400.00	
	Encrypted Email				
	Telephone Replacement				
	Computer Replacement	600.00		600.00	
	Printer Replacement	0.00		0.00	
Collections Expense		500.00	500.00	500.00	500.00
Credit Card Processing Fees		650.00	650.00	650.00	650.00
	FACILITIES		1,535.88		1,135.56
	Billing Division				
Utilities			1535.88		1135.56
	Phone	916.92		916.92	
	Long Distance	74.64		74.64	
	Internet	400.32		0.00	
	800 Line	144.00		144.00	

Executive Committee Report

The NEKWMD finished 2018 by processing slightly less recycling compared to 2017 – approximately 2750 tons in 2018 compared to approximately 2975 tons in 2017. Significant drops in organics and cardboard were responsible for most of the decline. A few items, including mixed paper, batteries, and tires saw increases in tonnage, while most other items saw tonnages that were flat or lower than last year. Recycling markets remained steady throughout most of 2018 and were generally average or slightly lower than average.

The District ended 2018 with a deficit of \$41,069.02. The District ended 2017 with a surplus of \$55,755.82. Revenues in 2018 were 11% above projections. While budgeted expenses were 16.3% above projections. The catastrophic failure of our baler on September 24, 2018 was the largest reason for the deficit. Not only did we have to pay to ship materials off-site, we lost revenue from the sale of those materials. We anticipate having a new baler by the end of February, 2019.

There were no additions or subtractions to the District membership in 2018. We continue to serve the largest geographical area and largest number of towns (49) in the State. Our population served is 3rd in the state behind only Chittenden Solid Waste District and the Central Vermont Solid Waste Management District.

The NEKWMD is entering 2019 with a proposed budget of \$825,073 – an increase of 8.5% compared to 2018. The vast majority of the increase is due to the addition of a \$41,000 baler payment over the next 5 years. The surcharge rate of \$24.25 will increase by \$0.50 for 2019. Our surcharge on trash remains below the State average of \$26.59.

The NEKWMD was staffed by nine full-time and four part-time employees in 2018. Each of the member Towns is entitled to representation by at least one Supervisor. The Board of Supervisors is the principal authority over the NEKWMD and the primary means of contact with the member towns. The Board of Supervisors meets monthly with the District's Executive Director to set the direction of NEKWMD policy. The member Towns are also represented through their ability to vote on the NEKWMD budget at their Town Meeting in March.

Since the surcharge on trash is based on the amount of waste produced, members have a clear opportunity to control their waste management costs. Costs can decrease as waste generation rates decrease and recycling rates increase.

We would like to express our appreciation to our able staff for their continuing commitment to our mission. The nearly 50,000 residents of 49 Towns throughout the Northeast Kingdom can be assured that the NEKWMD will continue to address their waste management concerns in a timely and environmentally sound fashion.

NEKWMD Executive Committee

BUDGET ITEM	2018 BUDGET	2018 ACTUAL as of 12/31/18	2019 PROPOSED BUDGET
ADMINISTRATION EXPENSES			
Advertising	\$400.00	\$576.25	\$400.00
Audit -- Financial	\$7,595.00	\$7,595.00	\$7,595.00
Audit -- Waste Haulers	\$2,500.00	\$500.00	\$2,000.00
Bank Charges	\$0.00	\$35.00	\$0.00
Books & Subscriptions	\$100.00	\$0.00	\$100.00
Cleaning	\$1,600.00	\$1,880.00	\$1,920.00
Copier	\$2,000.00	\$1,947.43	\$2,000.00
Dues/Permits/Fees/Penalties	\$5,000.00	\$5,985.58	\$5,000.00
Heating Fuel	\$1,500.00	\$1,798.10	\$1,500.00
Interest Expense	\$0.00	\$0.00	\$0.00
Liability & Casualty & Emp. Prac.	\$16,000.00	\$12,134.00	\$15,000.00
Planning	\$1,000.00	\$0.00	\$1,000.00
Legal Fees	\$2,000.00	\$1,312.50	\$1,500.00
Postage	\$3,000.00	\$2,634.67	\$2,000.00
Office Supplies	\$3,600.00	\$13,897.22	\$3,600.00
Telephone - Office	\$3,200.00	\$3,190.17	\$3,000.00
Water/Sewer	\$1,100.00	\$967.68	\$1,100.00
TOTAL ADMINISTRATION	\$50,595.00	\$54,453.60	\$47,715.00
Gross Wages	\$379,193.00	\$377,731.57	\$394,610.00
Overtime Wages-- Warehouse	\$5,000.00	\$6,401.25	\$5,000.00
Fica (Employer Match)	\$23,820.00	\$23,847.39	\$24,466.00
Medi (Employer Match)	\$5,571.00	\$5,577.19	\$5,722.00
State Unemployment Insurance	\$13,500.00	\$3,451.29	\$5,000.00
VMERS (Retirement)	\$19,990.00	\$20,201.46	\$21,010.00
Workman's Compensation Insurance	\$34,000.00	\$58,466.00	\$55,000.00
Mileage - Employee	\$7,000.00	\$7,867.01	\$7,000.00
Mileage- Supervisor's	\$5,000.00	\$1,603.85	\$4,000.00
Supervisor Secretary Payments	\$500.00	\$500.00	\$500.00
Personnel Equipment	\$1,000.00	\$160.49	\$500.00
Training	\$1,500.00	\$866.31	\$1,500.00
Travel	\$100.00	\$49.43	\$100.00
TOTAL PERSONNEL	\$496,174.00	\$506,723.24	\$524,408.00
BUILDING EXPENSES			
Improvements	\$1,000.00	\$8,450.00	\$1,000.00
Electricity	\$9,800.00	\$7,864.08	\$9,000.00
Maintenance	\$1,000.00	\$1,277.01	\$1,000.00
Misc. Supplies	\$1,000.00	\$43,801.25	\$1,000.00
Trash Removal	\$3,000.00	\$3,069.86	\$3,000.00
TOTAL BUILDING	\$15,800.00	\$64,462.20	\$15,000.00

2019 PROPOSED BUDGET

BUDGET ITEM	2018 BUDGET	2018 ACTUAL as of 12/31/2018	2019 PROPOSED BUDGET
EQUIPMENT EXPENSES			
Purchases	\$500.00	\$121.14	\$500.00
Baler Loan Payment	\$0.00	\$0.00	\$40,000.00
Baler Repairs	\$6,000.00	\$4,720.52	\$1,000.00
Baler Supplies	\$6,000.00	\$10,928.71	\$8,000.00
Forklift Fuel	\$2,200.00	\$2,623.14	\$2,200.00
Forklift Repairs	\$4,000.00	\$5,561.68	\$4,000.00
Misc. Equipment Repairs	\$2,000.00	\$2,362.17	\$1,500.00
Skidsteer Fuel	\$500.00	\$0.00	\$500.00
Skidsteer Repairs	\$3,000.00	\$6,931.69	\$5,000.00
Warehouse Supplies	\$1,500.00	\$2,258.38	\$2,000.00
Trucks--Diesel	\$18,000.00	\$23,637.43	\$21,000.00
Trucks--Repairs	\$10,000.00	\$18,803.99	\$12,000.00
TOTAL EQUIPMENT	\$53,700.00	\$77,948.85	\$97,700.00
PROGRAMS EXPENSES			
Advertising	\$1,000.00	\$1,150.85	\$1,000.00
Permits & Fees	\$450.00	\$333.60	\$450.00
Composting	\$22,000.00	\$21,567.00	\$20,000.00
Composter/Bin	\$3,000.00	\$8,852.83	\$3,000.00
Dues & Subscription	\$0.00	\$0.00	\$0.00
Education Outreach	\$15,000.00	\$13,254.71	\$10,000.00
Hazmat Disposal	\$24,000.00	\$34,907.64	\$24,000.00
Hazmat Supplies	\$4,000.00	\$3,295.29	\$3,000.00
Sale of Recyclables-Processing	\$30,000.00	\$49,133.87	\$25,000.00
Special Collections	\$300.00	\$27.99	\$300.00
Supplies	\$500.00	\$464.31	\$500.00
Tire Disposal	\$9,000.00	\$14,506.80	\$9,000.00
TOTAL PROGRAMS	\$109,250.00	\$147,494.89	\$96,250.00
SUB-TOTAL	\$725,519.00	\$851,082.78	\$781,073.00
DEBT REDUCTION PAYMENTS			
Interest			
Principal			
TOTAL DEBT REDUCTION			
CAPITAL FUND			
Capital Improvement Fund	\$35,000.00	\$33,450.00	\$44,000.00
TOTAL CAPITAL FUND	\$35,000.00	\$33,450.00	\$44,000.00
TOTAL NEK EXPENSES	\$760,519.00	\$884,532.78	\$825,073.00
Grants--St of VT	\$59,000.00	\$77,972.35	\$59,000.00
Hauling--Recycling Pick-ups	\$35,000.00	\$39,585.00	\$41,000.00
Haz Mat/Paint Care (CEG Fees)	\$3,200.00	\$6,375.20	\$3,500.00
Interest Income	\$25.00	\$11.20	\$25.00
Miscellaneous Income	\$500.00	\$46,632.08	\$500.00
Program Sales--Composter/Bins	\$500.00	\$4,359.82	\$1,000.00
Programs- Oil Filter Program	\$150.00	\$75.00	\$150.00
Sale of Recyclables	\$179,394.00	\$97,363.33	\$130,000.00
Compost Income	\$13,000.00	\$20,899.02	\$18,000.00
Electronics Income	\$22,000.00	\$24,222.42	\$15,000.00
Scrap Metal Income	\$10,000.00	\$31,017.45	\$25,000.00
Battery Income	\$3,750.00	\$6,432.00	\$8,000.00
Tire Income	\$9,000.00	\$12,756.70	\$12,000.00
Per Capita Assessment	\$0.00	\$0.00	\$41,500.00
Surcharge--Waste Haulers	\$425,000.00	\$475,762.19	\$470,398.00
TOTAL NEK REVENUES	\$760,519.00	\$843,463.76	\$825,073.00

2019 Household Hazardous Waste Collection Schedule

DATE	TIME	LOCATION
SATURDAY, MAY 4	8:00 a.m. – 12:00 p.m.	Danville Stump Dump
SATURDAY, MAY 11	8:00 a.m. – 12:00 p.m.	Guildhall Town Hall
SATURDAY, MAY 18	8:30 a.m. – 12:30 p.m.	Albany Transfer Station
SATURDAY, MAY 25	8:00 a.m. – 12:00 p.m.	Bloomfield Town Clerks
SATURDAY, JUNE 1	9:00 a.m. – 1:00 p.m.	Derby Recycling Center
SATURDAY, JUNE 8	9:00 a.m. – 1:00 p.m.	Westmore Transfer Station
SATURDAY, JUNE 22	8:00 a.m. – 12:00p.m.	Westfield Transfer Station
SATURDAY, JULY 6	8:00 a.m. – 12:00 p.m.	Holland Recycling Center
SATURDAY, JULY 27	8:00 a.m. – 12:00p.m.	Newbury Town Garage
SATURDAY, SEPT. 21	8:00 a.m. – 3:00 p.m.	Lyndon Recycling Center

Not going to be able to make any of these dates? NOT A PROBLEM! The NEKWMD will be accepting these materials by appointment at our Lyndonville facility from May 1, 2019 to October 4, 2019. Due to regulatory handling requirements, hazardous wastes will not be accepted without an appointment. Scheduling ahead ensures that a qualified individual will be on-site ready to accept your hazardous waste.

****HHW Collections are free and open to residents of all DISTRICT TOWNS****

What are *Household Hazardous Products*? They are consumer products that contain ingredients that **may be**:

Toxic- poisonous if eaten, breathed, or absorbed through the skin

Corrosive- can burn or destroy living tissue if spilled on skin

Reactive- creates fumes, heat, or explosion hazards if mixed with certain materials such as water

Explosive- can explode with exposure to heat or pressure

Flammable/Ignitable- can easily be set on fire

To determine if a product in your home is hazardous, check the label for the following words:

Danger indicates that the substance is extremely flammable, corrosive, or toxic.

Poison means that the substance is highly toxic.

Caution/Warning is put on all other hazardous substances that are a somewhat lesser hazard, but are still dangerous if the directions are not followed closely.

Conditionally Exempt Generator businesses can also use the Lyndonville collections for the actual cost of the disposal of their materials. Please call ahead for pricing and an appointment.

**CONTACT THE NEKWMD IF YOU HAVE ITEMS YOU CANNOT IDENTIFY
802-626-3532 or 800-734-4602 or www.nekwmd.org**

The NEKWMD hazardous waste collection program is made possible in part by a grant from the Vermont Agency of Natural Resources. This year's grant totaled \$73,936.94

Acceptable HHW Materials

HOUSEHOLD ITEMS

- AEROSOLS
- AIR FRESHENERS
- AMMONIA
- ARTS AND CRAFTS SUPPLIES
- BLEACH
- CLEANERS (INCLUDES: DRAIN, OVEN, FLOOR, WINDOW, TOILET, RUG, ETC.)
- DISINFECTANTS
- METAL & FURNITURE POLISH
- MOTHBALLS
- MERCURY THERMOMETERS
- NAIL POLISH & REMOVER
- NI-CD, LITHIUM, MI-MH, AND BUTTON CELL BATTERIES
- SPOT & STAIN REMOVERS
- ALKALINE BATTERIES *

GARDEN SUPPLIES

- CREOSOTE
- DIOXINS
- FERTILIZERS
- FLEA KILLERS
- FUNGICIDES
- HERBICIDES
- INSECT SPRAYS
- MURIATIC ACID
- NO-PEST STRIPS
- PESTICIDES
- RODENT KILLERS

GARAGE

- ANTIFREEZE
- BRAKE FLUID *
- CORROSIVES

- CAR WAXES AND CLEANERS

GARAGE (CONTINUED)

- ENGINE DEGREASERS
- FLUORESCENT LIGHT BULBS *
- GASOLINE/DRY GAS
- KEROSENE
- LEAD-ACID CAR BATTERIES *
- LIGHTER FLUID
- OIL-BASED PAINT
- LATEX-BASED PAINT
- PAINT THINNER
- PROPANE CYLINDERS
- SEALANTS
- STAINS/STRIPPERS
- SWIMMING POOL CHEMICALS
- TRANSMISSION FLUID *
- WOOD PRESERVATIVES
- USED MOTOR OIL AND FILTERS *

* ALSO ACCEPTED AT OIL AND BATTERY STATIONS YEAR ROUND

PLEASE DO NOT BRING:

- ASBESTOS
- EXPLOSIVES, INCLUDING GUN POWDER, AMMUNITION
- FLARES
- INFECTIOUS WASTE
- PRESCRIPTION MEDICATION
- RADIOACTIVE WASTE, INCLUDING SMOKE DETECTORS
- UNKNOWN GAS CYLINDERS
- EMPTY CONTAINERS

CALL THE NEKWMD IF YOU HAVE ITEMS YOU CANNOT IDENTIFY OR HAVE ITEMS NOT ON THIS LIST
802-626-3532 or 800-734-4602 or www.nekwmd.org

The NEKWMD hazardous waste collection program is made possible in part by a grant from the Vermont Agency of Natural Resources. This year's grant totaled \$73,936.94



NVDA
*Northeastern Vermont
Development Association*

Request for 2019 Town Dues

Greetings:

The Northeastern Vermont Development Association (NVDA) is now making its annual Request for Town Dues. In past years, we have used the term “appropriations” rather than “dues”, but “dues” more accurately reflects the Town’s status as a member community of NVDA, which your Town has been since 1950. We greatly appreciate your continued support.

Town of Sheffield

Amount Requested: \$527.00

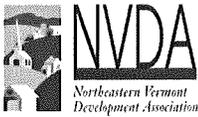
Possible funding methods**:

1. As a line item in the operating budget
2. As an article on the warning

Example:

“Shall the town vote to appropriate a sum of money not to exceed \$527.00 to the Northeastern Vermont Development Association, for planning, development, promoting and publicizing the resources of Caledonia, Essex and Orleans counties with other towns in the three counties?”

**Many of NVDA’s member Towns are also members of the Vermont League of Cities & Towns (VLCT) and have those dues included as a line item in the Town budget, rather than as an article in the Town report. Please consider including the Town’s membership with NVDA as a line item as well.



To the Voters of Sheffield:

Since 1950, the Northeastern Vermont Development Association (NVDA) has been the region's advocate for stronger communities and vibrant local economies. We are a combined regional planning and economic development organization in Vermont, serving the largest and most rural region of the state – the beautiful Northeast Kingdom.

Each year we request dues from our member communities. These funds are essential as they help defray the costs of providing direct assistance to the 50+ municipalities and scores of businesses in our region.

2018 has been a busy year. Local governance has become increasingly complex. NVDA continues to expand our service offerings as needed and now include, but are not limited to:

- Land use planning– town plans, zoning bylaws, ordinances;
- Transportation studies, infrastructure inventories, and project planning;
- Digital mapping and GIS data services;
- Grant writing and grant administration;
- Direct business support and referral services to employers in our region;
- Energy planning to give towns heightened standing in the permitting of renewable energy projects;
- Water quality planning and implementation to help communities meet new statutory requirements;
- Emergency planning assistance for disaster and flood hazard plans;
- Brownfield assessments and planning for redevelopment projects;
- Economic development planning to grow and strengthen local businesses;
- Maintaining a federal Foreign Trade Zone designation to assist companies that import for their operations;
- Providing training opportunities and on-call technical assistance for local officials.

How have we assisted Sheffield? In 2018, NVDA staff supported Grants In Aid project identification and conducted a Road Erosion Inventory.

NVDA's municipal dues are based on a very affordable \$0.75 per capita rate, with a maximum of \$3,500 and a minimum of \$250. We take great pride in providing cost- effective professional services to the communities and businesses of the Northeast Kingdom.

Your town has been “confirmed” as a planning community by the NVDA board, which allows your community to benefit from a number of planning initiatives and financial opportunities. We look forward to pursuing these opportunities with you in the coming year.

Sincerely,
David Snedeker
Executive Director



American Red Cross
New Hampshire and
Vermont Region



RECEIVED AUG 27 2018

Town of Sheffield
William St. Peter
PO Box 165
Sheffield, VT 5866

Dear William,

The mission of the American Red Cross is to prevent and alleviate human suffering in the face of emergencies by mobilizing the power of volunteers and the generosity of donors. We are a non-profit organization dedicated to helping local communities prepare for, respond to and recover from local disasters, most commonly home fires.

Our work also includes the collection and supply of blood and blood products throughout the United States, emergency communication services for Military Service Members and their families, training courses for emergency preparedness, as well as certification courses for Licensed Nurse Assistants, babysitting, and First Aid/CPR.

In order to provide these essential services, the American Red Cross of New Hampshire and Vermont is grateful to receive municipal support from our friends in the Town of Sheffield. This year, we respectfully request an appropriation of 250.00. These funds will stay right here in our region, so that we can continue to serve your friends and neighbors during their hours of greatest need.

Last year, the American Red Cross of New Hampshire and Vermont provided the following services throughout the region:

- We assisted a local family in the face of disaster, on average, once every 17 hours, helping nearly 1,500 individuals.
- We installed more than 3,400 smoke and carbon monoxide detectors in homes through our Home Fire Campaign.
- Trained 24,500 people in first aid, CPR, and water safety skills.
- We collected 90,447 units of blood at over 3,400 blood drives. All 40 hospitals in NH and VT depend on Red Cross collections.
- In NH/VT, 275 service members were connected with their families through the Emergency Communications efforts of our Service to the Armed Forces department.

As you know, a disaster or emergency can strike anyone at any time without warning, and the American Red Cross is committed to being in the Sheffield community to help your residents in times of need. Your support will go a long way to ensure that people in this region receive the support they need, when they need it.

On behalf of the 1,300 volunteers and staff throughout New Hampshire and Vermont, I thank you for your consideration of this request to support the humanitarian work that we do. While we sincerely hope that no disasters effect your area in the coming year, you can rest assured that if they do, the American Red Cross will be there.

Sincerely,

Rachel Zellem
Regional Development Specialist

New Hampshire Headquarters • 2 Maitland Street, Concord, NH 03301 • 1-800-464-6692
Vermont Headquarters • 32 N Prospect Street, Burlington, VT 05401 • 802-497-5995
www.redcross.org/nhvt



Disaster Response

In the past year, the American Red Cross has responded to **13 disaster incidents**, assisting **34 residents** of **Caledonia County**. Most commonly, these incidents were home fires. Red Cross workers were on the scene to provide food, clothing, lodging, emotional support, and more to families during their hours of greatest need. Our teams also provide Mass Care to first responders. Things like food, water, and warm drinks strengthen the brave men and women of your local Fire and Police Departments as they answer the call to keep your residents safe.

Town/City	Disasters	Individuals
Barnet	2	4
Burke	2	4
Danville	3	11
St. Johnsbury	1	6
South Wheelock	1	4
Sutton	2	3
Walden	1	1
Wheelock	1	1

Service to the Armed Forces

We proudly assisted **7** of **Caledonia County's Service Members, veterans and their families** by providing emergency communications and other services, including counseling and financial assistance.

Blood Drives

During the last fiscal year, **Caledonia County** hosted **36 Blood Drives** with the American Red Cross, collecting an impressive total of **1,265 pints** of lifesaving blood.

Public Health and Safety

Last year, **Caledonia County** hosted **57 courses**, where **753 residents** were taught a variety of important lifesaving skills such as First Aid, CPR, Babysitting Skills and Water Safety.

Volunteer Services

Caledonia County is home to **11 American Red Cross Volunteers**. We have volunteers from all walks of life, who are trained and empowered to respond to disasters in the middle of the night, to teach safety courses, to help at our many blood drives, and so much more. The American Red Cross is proud that 90% of its staff is made up of volunteers; they are truly the heart and soul of our organization.



Caledonia Home Health Care & Hospice

A division of Northern Counties Health Care, Inc.
161 Sherman Drive, P.O. Box 388, St. Johnsbury, Vermont 05819
Phone: 802-748-8116 • Fax: 802-748-4628 • Web: www.nchevt.org

December 14, 2018

Town Clerk
PO Box 165
Sheffield, VT 05866

Dear Town Clerk and Selectman,

As in previous years, Caledonia Home Health Care would like to place an Article on your Town Warning to read as follows:

“Shall the Town of Sheffield vote to appropriate \$1,100.00 to Caledonia Home Health Care and Hospice to be used in providing health care service.”

Caledonia Home Health Care’s financial picture continues to be unpredictable given constant changes in the reimbursement policies of the government and private insurance plans. Our appropriation request reflects a percentage of the uncompensated care provided to the residents of your town. A review of the past year indicates that our appropriation request continues to match the utilization rate for your town. Thus, our Board of Directors has voted to request no increase in our appropriation request this year.

Please advise if you would like me or a local member of our Board of Directors to attend the Selectman’s meeting at which our warning article will be considered. If we do not hear otherwise we will assume that the above article will appear on the Warning for the March 2019 Town Meeting.

Thank you.

Sincerely,

Laurie A. Bellizzi

Laurie Bellizzi
Assistant Director of Operations
Caledonia Home Health Care and Hospice

Caledonia Home Health & Hospice
Visit Statistics for 2019 Town Appropriations

Caledonia Home Health Care & Hospice (CHHC) is Northern Counties Health Care's (NCHC) certified Medicare and Medicaid comprehensive Home Care and Hospice division.

Caledonia Home Health Care & Hospice has proudly served the residents of Caledonia and Southern Essex counties since 1968. Our mission is to enhance the quality of life of individuals and families by providing compassionate, accessible and affordable patient-centered health services to our community.

In the last year, Caledonia Home Health and Hospice was honored to provide 1,092 visits to the town residents of Sheffield, VT. Our staff visited 21 homes of community members living in the Sheffield area.

While working with residents, we provided physical, occupational, and speech therapies. We provided skilled nursing, medical social work, personal care attendants, and even home makers. We work together with primary care physicians so that care is specific and structured to treatment goals.

2019 Town Appropriation Visit Statistics Sheffield, VT

- Home Care (Therapy, Nursing, MSW) **307 visits**
- Hospice (Nursing, Therapy, Personal Care, Respite) = **110 visits**
- Maternal Child Health= **18 visits**
- Long Term Care (Case Management, Personal Care, Respite) = **657 visits**

Total Visits in Sheffield, VT = 1,092 visits

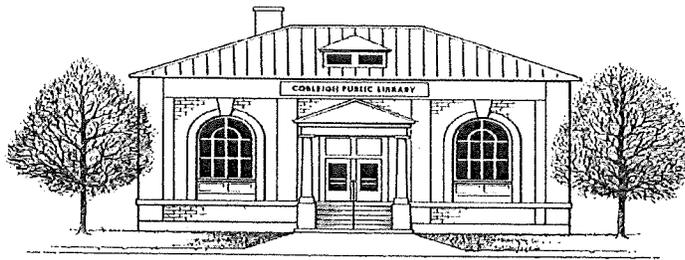
Testimonials

"In the past 11 years of my care giving, home health has been my support at all times. They are the best! I could not have done it without them... I'm glad to have them on my side. They are a great team. We need more like them."

"My Physical Therapist and Nurse were methodical, practical, and explained things to me in terms I could understand. They were friendly, courteous, good listeners, and punctual as well as professional."

"The staff is very kind and caring. They make you feel good by the way they treat you as a friend and not a patient. They are on time and call 1st to let you us know they are coming. Very knowledgeable in all areas of healthcare. Thank you!"

"People from home health care agency were kind, communicative, thoughtful, and patient. Nothing but good thoughts for those people."



RECEIVED DEC 17 2018

Cobleigh Public Library, 14 Depot St., P. O. Box 147, Lyndonville, VT 05851
www.cobleighlibrary.org/ * (802) 626-5475 * cindyk@cobleighlibrary.org

December 12, 2018

Town of Sheffield
Selectboard

Note on the Cobleigh Library appropriation: The amount requested on the petition was confirmed as the correct appropriation amount. *W*

Dear Voters of Sheffield,

The Cobleigh Public Library Trustees are requesting a contribution of \$750.00 from the Town of Sheffield to help the library continue to provide programs and services for all area towns. We have not asked for an increase since 2011. We are committed to serving individuals and families with high quality library services and our budget has increased over the years. The Cobleigh has long served as the library for the residents of the towns in our area, and we are happy to continue to provide free library services and regular and special programs for the adults and children in our community.

Free service to the public includes:

- Listen Up Vermont – downloadable audio books from the Internet at home.
- Universal Class – over 500 online, continuing education courses (non-credit).
- Loan of books, magazines, recorded books, CD's & DVD's for children and adults
- Story hours for infant/toddlers and pre-school age children and parents
- Special author and storyteller performances plus Family Place programs.
- Lectures, concerts, book discussions.
- Free internet access, beginning computer classes for adults— free wireless, even when we're closed.
- After school homework center, reading partners for help with reading as requested
- Adult Education tutoring.
- Outreach library services and programs
- Interlibrary loan service – if we don't have it, we can usually get it elsewhere in VT.
- Summer reading programs to encourage children to read all year long.
- VOL – Vermont Online Library, home Internet access to many resources with library card
- Free one on one technology help by appointment.
- The library provides Science, Technology, Engineering and Math (STEM) programs.

The Cobleigh is also used, at no cost, for meetings of groups and organizations from all area towns (Bridge Club, Burklyn Festival, Chess, Cribbage, Hockey, Girl and Boy Scouts, 4-H, etc). 3,283 items were circulated to Sheffield residents during the past year. This doesn't include online audio books borrowed, using online services, coming to programs, using technology help or computer class, or using Wi-Fi. We hope we have served Sheffield residents well, and if there are things we can do better, please let us know. You can reach Jan Wade at wade.4040@yahoo.com. Thank you for your consideration.

Sincerely,
David Martin, Jan Wade, and Jeanne Laughton
Cobleigh Public Library Trustees

Mission Statement: The Cobleigh Public Library is an inviting community center, which provides programs, services, books and materials, public space, and information to all residents in the Lyndon area. The library connects people of all ages with opportunities to explore personal growth and develop a life-long love of reading.

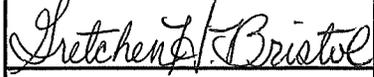
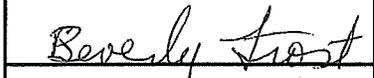
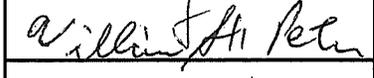
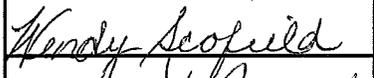
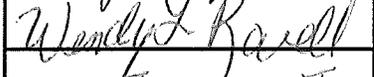
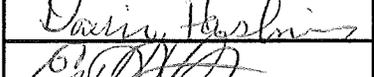
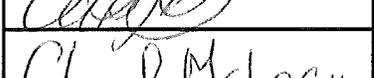
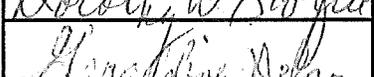
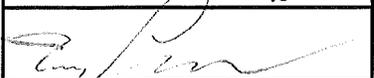
STATE OF VERMONT

Caledonia

County

We the undersigned legal voters of the Town of Sheffield, hereby petition the Selectboard of the Town of Sheffield, Vermont to place the following Article on the warning for the Annual Town Meeting to be held on the 5 day of March, 2019. This petition is filed pursuant to 24 V.S.A. § 2691. We certify that we are presently voters of that town. The Article to be placed on the warning to read:

Article: Shall the Town of Sheffield vote to raise, appropriate and expend the sum of \$ 650 for the support of Cobleigh Public Library services (name of the social service program) to provide services to residents of the Town.

SIGNATURE (Your signature will not count if the Town or City Clerk cannot read your name.)	Please PRINT name here
	Carolyn L. Crankshaw
	ANNE McLEAN
	Gretchen H. Bristol
	Beverly Frost
	William St. Peter
	Wendy Scofield
	Wendy L. Rowell
	BETTY BURT
	Harold Burt
	Devin Haskins
	ERIKA LAVALLEY
	Chad McLean
	DOROTHY SCOFIELD
	Gerakline Nelson
	Donald Nelson
	ALAN M. ROBERTSON
	TERRY LINNELL
	Tina M. River

STATE OF VERMONT

Caledonia County

We the undersigned legal voters of the Town of Sheffield, hereby petition the Selectboard of the Town of Sheffield, Vermont to place the following Article on the warning for the Annual Town Meeting to be held on the 5 day of March, 2019. This petition is filed pursuant to 24 V.S.A. § 2691. We certify that we are presently voters of that town. The Article to be placed on the warning to read:

Article: Shall the Town of Sheffield vote to raise, appropriate and expend the sum of \$ 650,00 for the support of Cobleigh Public Library Services (name of the social service program) to provide services to residents of the Town.

SIGNATURE (Your signature will not count if the Town or City Clerk cannot read your name.)	Please PRINT name here
<i>Rosemary Kinison</i>	Rosemary Kinison
<i>Ronald Kinison</i>	RONALD KINISON
<i>Marylou Bard</i>	Marylou Bard
<i>Barry Ford</i>	Barry Ford
<i>Russell Baldwin</i>	Russell Baldwin
<i>Kathy Newland</i>	Kathy Newland

DARLING INN SENIOR MEAL
SITE
76 DEPOT STREET
LYNDONVILLE, VT 05851
802-626-8700
darlingsmeals@myfairpoint.net
.....

December 28, 2018

Town of Sheffield:

The Darling Inn Senior Meal Site provides complete, well balanced meals to senior citizens and disabled patrons who come to our dining room. We also serve those who are homebound. We provide this service five days a week on a donation basis that does not cover our expenses.

The number of meals served each month has averaged 2500, and we continue to experience increased food costs. Accordingly we respectfully request an appropriation of \$300.00 from the town of Sheffield, as we serve approximately 1500 meals to Sheffield residents on a yearly basis. This number does not include clients who come in to the Dining Room on a daily basis from Sheffield.

Respectfully submitted,

Cindy M. Santaw-Brown
Manager

**Note on the Darling Inn Senior Meal Site appropriation:
The amount was changed to \$250.00 by the Meal site's Director.**



RECEIVED DEC 26 2018

December 20, 2018

William St. Peter, Town Clerk
Town of Sheffield
PO Box 165
Sheffield VT 05866

Dear Mr. St. Peter:

The Fairbanks Museum and Planetarium respectfully requests that the following special appropriation article appear on the 2019 warning for Sheffield Town Meeting:

“Shall the Town vote the sum of \$703 to support the operation of the Fairbanks Museum and Planetarium during the ensuing year, in exchange for free unlimited general admission to the Museum for all Sheffield residents?”

The Fairbanks Museum invites Sheffield residents to take full advantage of their unlimited free general admission to the Museum to explore the nature, beauty, and wonders of our world. Last year, 101 Sheffield residents visited the Museum. Your municipal appropriation provides essential support for the care of the Museum’s historic building and the maintenance and exhibition of the most extraordinary educational collections in northern New England. These are among our region’s most prized assets. Each year the Museum offers new opportunities for exploration and discovery, so do come for a visit!

In 2018, visitors marveled in the wonders of our live native butterfly house, and we set the world record for the largest astronomy lesson! In 2019, the Museum will install a lift to make the planetarium accessible to all, host the grand opening of our new on-site STEM lab for local middle and high schoolers, bring in hands-on summer exhibits on building and engineering, and sponsor an exciting lineup of public events, including a Lunar Landing celebration! The Museum also is fully engaged in community economic, educational, and cultural development initiatives and contributes significantly to the attraction of visitors to our region.

The Board of Trustees, staff, and volunteers of the Museum are tremendously grateful for the support, encouragement, and collaborative planning that have marked the Northeast Kingdom’s relationship with the Museum. We hope that the Museum, in turn, delivers services, programs, and a commitment to community development that benefit your town’s residents and visitors, and contribute to a remarkable quality of life.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Adam Kane".

Adam Kane, Executive Director



GREEN UP VERMONT
P.O. Box 1191
Montpelier, Vermont 05601-1191
(802)229-4586, or 1-800-974-3259
greenup@greenupvermont.org
www.greenupvermont.org

Dear Select Board/Town Clerk:

September 2018

Please consider Green Up Vermont's request for your community's financial support. We respectfully ask you to include the appropriate amount from the guide below in your budget for next year. This guide remains the same as in previous years:

For towns under 1,000 population \$ 50
For towns over 1,000 and under 2000 . . . \$100
For towns over 2,000 and under 3000 . . . \$150
For towns over 3,000 and under 4000 . . . \$200
For towns over 4,000 population \$300

Sincerely,
Melanie Phelps
Interim President

Town report information for Green Up Day, May 5, 2018

(This is available for download at www.greenupvermont.org by clicking on the "About" page and scrolling down)

Green Up Day marked its 48th Anniversary, with 22,700 volunteers participating! Green Up Vermont is a nonprofit organization, not a state agency. With your town's help, we can continue Vermont's unique annual tradition of taking care of our state's lovely landscape and promoting civic pride. Green Up Day is a day each year when people come together in their communities to remove litter from Vermont's roadsides and public spaces. Green Up Vermont also focuses on education for grades K-2 by providing free activity booklets to schools and hosts its annual student poster design and writing contests for grades K-12. To learn more please visit www.greenupvermont.org.

Support from cities and towns continues to be an essential part of our operating budget. It enables us to cover fourteen percent of our operating budget. All town residents benefit from clean roadsides! Funds help pay for supplies, including over 55,000 Green Up trash bags, promotion, education, and two part-time staff people.

Seventy-five percent of Green Up Vermont's budget comes from corporate and individual donations. People can donate to Green Up Vermont on Line 29 of the Vermont State Income Tax Form or anytime online through our website.

Follow our blog for updates throughout the year! You can also link to Green Up Vermont's Facebook, Instagram, and Twitter pages by visiting our website.

Save the date: Always the first Saturday in May, Green Up Day is May 4, 2019. A Vermont tradition since 1970!



September 20, 2018

H.O.P.E. Helping Other People Everyday
136 Church St.
P.O. Box 403
Lyndonville, VT 05851
(802) 626-3228
Hope.in.nek@gmail.com

RECEIVED OCT 15 2018

Dear Town of Sheffield,

H.O.P.E. is a private, non-profit agency, whose mission is to provide basic services to people in our community in a respectful and compassionate manner. We do this by help families and individuals with life's basic needs.

We provide clothing, food, household goods and so much more.

H.O.P.E. strives to create a community that responds in a caring and supportive way to individual and family needs so our community, and its members, can grow and thrive.

In 2017, the following services were provided:

- 1,548 Backpacks filled with food and other necessities to children in eight different schools
- 5,938 Families and individuals served at our emergency food shelf
- 1,503 Children received a clothing voucher.
- 133 Adult Clothing Vouchers given
- 23 Household Packages
- 5 Emergency Fire Survivor packages were given out
- 277 Free books given
- 88 Free stuffed animals given
- 26 Homeless individuals served

In 2017, H.O.P.E. served approximately 60 residents (youth and adults) from Sheffield

- 35 Backpack Program
- 7 Children's Vouchers
- 3 Adult Vouchers
- 15 Emergency Food shelf

H.O.P.E. is a vital organization to the Northeast Kingdom. The services and support that H.O.P.E. provides would not be possible without the backing from our local towns. We would like to respectfully request an appropriation from the Town of Sheffield for \$500 to help H.O.P.E. continue to provide these basic needs to our local families in need.

Thank you for your consideration.



November 24, 2018

Dear Town of Sheffield Selectboard,

On behalf of the Northeast Kingdom Council on Aging, we are writing to ask for an appropriation from the town of Sheffield to support our work with older Vermonters living in your community. Your support is vitally important as we continue to face challenges due to shifts in healthcare funding and the increasing aging population in our state.

The Council on Aging serves as the central resource for older Vermonters to gain services and assistance in their communities. In FY 2018 the Council provided assistance to **over 4,600 residents of the Northeast Kingdom** and with our Meals on Wheels program **delivered 128,084 meals**. We also offer a Senior Helpline, Medicare counseling and Bootcamp, exercise and mobility programs, specially-trained staff who help people develop long-range planning as they age, family and caregiver support programs and grants, case management for those who need a bit more support with aging in place, as well as support to apply for fuel, food, and pharmacy programs. Our nutrition programs partially fund meal sites and home delivered meals under the guidance of our registered dietitian. Working with RCT and Legal Aid, we provide for the complex challenges people face while living in a rural community. Our work is supplemented by over 300 volunteers who serve as Meals on Wheels drivers, wellness program leaders, and home-based caregivers.

As a private, 501c (3) non-profit corporation, we have been serving older Vermonters for over 39 years and our mission is to deliver the person-centered support necessary for them to sustain their independence and live well in their communities. This year, we are requesting the amount of \$330.00 from the residents of the town of Sheffield. We have enclosed a brief letter in support of this request for inclusion in your town report.

Suggested wording for the warning article for town meeting follows: *"Shall the town vote to appropriate the sum of \$330.00 to assist the Northeast Kingdom Council on Aging in providing services to older Vermonters in the ensuing year."*

Please feel free to contact me should you have questions or need additional information.

Warm regards on behalf of the staff and Board of Trustees of the NEK Council on Aging,

Meg Burmeister
Executive Director

www.nekcouncil.org

The mission of the Northeast Kingdom Council on Aging is to *"Help People Age with Independence and Dignity."* Our goal is to enhance the ability of these Vermonters to live as independently as possible, actively participating in and contributing to their communities.

181 Crawford Road - Derby
PO Box 724 Newport VT 05855
Phone 802-334-6744 Fax 802-334-7455
Toll free 800-696-4979

2225 Portland Street
PO Box 368 St. Johnsbury VT 05819
Phone 802-748-3181 Fax 802-748-0704
Toll free 800-649-0118

www.nkhs.org

December 5, 2018

Town Clerk and Select Board Members
Town of Sheffield
P. O. BOX 165
SHEFFIELD, VT 05866



NORTHEAST
KINGDOM
HUMAN
SERVICES

Serving the NEK
since 1960

The mission of NKHS is to enrich communities and enhance the ability of individuals and families to improve their lives.

We at Northeast Kingdom Human Services (NKHS) thank you and your town voters for supporting our agency services in the past! We are asking for your appropriation support again to be added to the 2019 Town Meeting Warning.

Article: Shall the **Town of Sheffield** vote to raise, appropriate and expend the sum of **\$738.00** to **Northeast Kingdom Human Services, Inc.**, a not for profit 501(c)(3), to support the provision of 24 hour, 7 days a week emergency/crisis services to residents of the **Town of Sheffield**.

We calculate our appropriations request by \$1.05 per person from your town's 2010 census, or the same amount as last year to help support our Emergency Crisis Services program. Our dedicated emergency crisis on-call employees provide 24 hours a day, 7 days a week support for anyone calling for themselves or someone they love who is in a mental health crisis. These services are not fully funded through any other funding streams, so your support is very important.

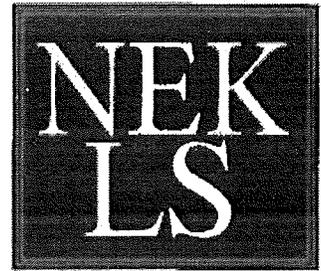
NKHS is a Designated Agency contracting with the State of Vermont serving the mandated service areas providing responsive and efficient community-based, consumer-sensitive, recovery-based mental health, addiction, and intellectual/developmental services to residents of all ages in the Northeast Kingdom. NKHS has a dedicated staff over 500, **5 from the Town of Sheffield**, who provide compassionate and, often life-saving services, to several thousand individuals and families in the Northeast Kingdom. Between July 1, 2017 and June 30, 2018 we served 3,376 individuals, of whom, **43 resided in your town**.

As a not for profit agency, our dedicated volunteer Board of Directors provides oversight for the leadership team and the organization. If you need more information, please contact Ruth Marquette, Administrative Assistant, at 334-6744, ext. 2325, or visit our website at www.nkhs.org. Thank you for your support and recognition of our value to the Northeast Kingdom.

We're all about being human.

Northeast Kingdom Learning Services, Inc.

55 Seymour Lane, Suite 11
Newport, VT 05855
1-844-GO NEKLS(466-3557) / toll free
(802) 334-6532 / phone
(802) 334-6555 / fax
info@neklsvt.org
www.NEKLSVT.org



December 21, 2018

Town of Sheffield
PO Box 165
Sheffield, VT 05866

Northeast Kingdom Learning Services, Inc. (NEKLS) has served the residents of Orleans, Essex, and Caledonia counties since the late 1960s. Beginning in one location in Newport NEKLS has evolved to providing our free services in five Community Learning Centers and with various off-site and in-home educational programs. The residents of these counties that have accessed NEKLS services have worked towards receiving a high school diploma or GED, gained job skills, prepared for college courses, received family and child support services such as Early Intervention and much more. NEKLS also continues to provide prevention programming aimed at reducing underage alcohol and tobacco use, in addition to supporting a Big Brothers Big Sisters of Vermont program to begin in Orleans and Northern Essex counties.

State and federal budget challenges continue to impact funding of community nonprofits such as NEKLS. Town appropriations are vital in keeping services free for the hundreds of community members we work with each year, helping to make their goals a reality. Funding helps to maintain high quality services as they are and to introduce new instructional options as well. NEKLS is requesting a town appropriation of \$100 to help support programs that are accessible to the residents of Sheffield.

Enclosed is our NEKLS appropriations flyer to include in your town report; it is a detailed summary of our services for taxpayers' information.

We hope you will continue to support NEKLS as we look forward to another year of being an important partner in your community. Thank you for your consideration.

Respectfully submitted,

A handwritten signature in black ink that reads "Michelle Tarryk".

Michelle Tarryk
Executive Director

Enclosure: NEKLS Appropriations Flyer

Our mission is to inspire and empower learners, birth and beyond.

Northeast Kingdom Learning Services

NEKLS began with one woman, Eva Warner, teaching area residents to read at their kitchen table.
It is *so much more* almost 50 years later.

It is our mission to inspire and empower learners, birth and beyond.

- **The High School Completion Program (HSCP)** collaborates with local schools to provide a path to a high school diploma for anyone 16 or older. Program participants may have left school or may still be enrolled in their partnering high school. **In FY 2018, NEKLS in collaboration with partnering high schools awarded 57 high school diplomas in the tri-county region.**
- **The General Educational Development Program (GED)** leads to a high school diploma equivalency. **In FY 2018, NEKLS awarded 18 GED's in the tri-county region.**
- **Adult Education and Literacy Programs served 269 students for more than 9,012 hours in FY 2018 in the tri-county region.** In addition to HSCP and GED services, our teachers provided math, reading and writing skill development, job skills development, computer literacy and support in students' transition to work or college.
- NEKLS teaches English as a second or other language (**English Speaking Other Languages**) to students from around the world who have come to settle in our beautiful Northeast Kingdom. **In FY 2018, NEKLS served 9 ESOL students in the tri-county region.**
- NEKLS Community Learning Centers offer **group and individual computer training.** In addition to computer classes, an average of **106 community members a month** access email, search the web, perform job searches, complete online job applications, or apply for unemployment benefits at the **five Community Learning Centers in the tri-county region.**
- **Children's Integrated Services (CIS)** is Vermont's comprehensive approach to provide child development and family support services. **In FY 2018, Northeast Kingdom Learning Services Early Intervention and Family Support Specialists received over 400 referrals to EI and Family Support services.**
- **The Tutorial Program** provides one-on-one and group instruction to K-12 students at any number of locations including area libraries and town halls. **In FY 2018, NEKLS served 54 K-12 students in the tri-county region.**
- **In FY18 NEKLS also provided tobacco prevention education to schools in Orleans and Northern Essex counties.** Tobacco coordinator Ally Howell was also named *Our Voices Xposed (OVX) Advisor of the Year* by the Agency of Education and Vermont Department of Health. **NEKLS again collaborated closely with community partners to address the area's opioid epidemic. These efforts resulted in the 2nd Annual Opioid Overdose Awareness & Memorial Walk.**

NEKLS has a staff of 57 dedicated professionals committed to serving the needs of the Northeast Kingdom. Please contact us at 1-844-GO NEKLS (466-3557) if you or someone you know has need of our services or at info@neklsvt.org.

Thank you for your generous support!

December 28, 2018

William St. Peter
Town Clerk
PO Box 165
Sheffield, Vermont 05866

Dear William,

Please include Northeast Kingdom Youth Services' appropriation request of \$300.00 on the warning for Sheffield Town Meeting.

Enclosed please find the information about Youth Services for inclusion in your Town Report.

If you need more information feel free to call me at 748-8732.

Thank you for your time and consideration.

Sincerely yours,

Constance S. Sandahl
Executive Director

Board of Directors:

Richard Leighton, President
Debra Bach

Shawn Timson, Vice President
Janssen Willhoit

Kathy Morey, Treasurer
Sarah Roy

Honorary Board of Director:

Frank Landry

Staff: Constance Sandahl, Executive Director

Cheryl Burak
Leslie Walker Mitchell

Dagny Greenwood
Marquis Mason-Pollard

Brian Keith
Crystal Hudson

Wes Robertson Tracy Wagner
Bella McCartney

*NEKYS has been offering vital supportive services for youth and families since 1975
In 2018 NEKYS served 3259 individuals throughout Caledonia and Essex Counties*

NEKYS Family Programs Provide:

- Staff is available 24 hours/7days a week to support youth, families, and individuals.
- Supportive counseling for youth and families, case management, support for youth and families within their schools, and family mediation.
- Outdoor adventure opportunities that include kayaking, canoeing, hiking, swimming, and mountain climbing. The group works on learning coping skills and self-care strategies.
- Adult mentors once a week in the school for at-risk students in the 1st-8th grade. Adult mentors establish supportive relationships that result in improved academic performance and positive life choices.
- Summer Central Scholarship program offering scholarships for children to attend summer activities they otherwise could not afford.

NEKYS Youth Program Include:

- Staff is available 24 hours/7days a week to support youth, families, and individuals.
- Support to local young people ages 15-22 that are homeless or at risk of homelessness; have current or past involvement with foster care; are pregnant and/or parenting; experiencing mental health issues; struggling with substance abuse; have current or past involvement with the criminal justice system.
- Programs that utilize a positive youth development, trauma-informed approach that is tailored to meet the needs of young people. Encouragement for each young person is to identify their strengths and achieve goals related to housing, education, employment, and life skills.
- Access to short-term and long-term housing support that addresses the complex needs of young adults who are 18-22 years old. Young adults receive support which include in-home case management, rental assistance, landlord mediation, job skill development, and educational advancement support.

NEKYS Restorative Justice Programs Include:

- A voluntary and confidential alternative to court proceedings for individuals ages 10 through adult.
- Programs based on restorative justice practices that give the person who violates the law the opportunity to identify and repair the harm done to the victim, the community, and themselves.
- Opportunity for the individual who completes the requirements of the program to have his or her case closed in the legal system.
- Help for individuals to regain their driver's license while they pay off their fines and fees.
- Support for 16 to 21 year old youth who are referred to the program after receiving a notice to report from a police officer for possession and/or consumption of alcohol or marijuana.
- Assistance for youth ages 10 through 22 who have been adjudicated in Family Court, are on probation and require additional support by the Department for Children and Families.
- Pretrial Services – a new program involving risk assessment and needs screening.
- Balanced and Restorative Justice (BARJ) – works with adjudicated youth to reduce/eliminate repeat offenses; works with at-risk youth using prevention techniques to keep them out of the juvenile justice system; truancy work with school systems.

Northeast Kingdom Youth Services is a private, non-profit agency governed by a community-based, volunteer Board of Directors. We rely on grants, contracts, and appropriations from the towns we serve to continue our mission. Thank you for supporting families in our community. Please call our office at 748-8732 if you have any questions or concerns.

Rural Community Transportation, Inc.

1677 Industrial Parkway
Lyndonville, VT 05851
Phone: 802-748-8170, Fax 802-751-8349
www.riderct.org

RECEIVED NOV 28 2018

Town of Sheffield
Sheffield Town Office
PO Box 165
Sheffield, VT 05866

Date: November 21, 2018

Re: Town Appropriation

Ladies and Gentlemen:

Rural Community Transportation, Inc. ("RCT") is requesting to be placed on the Town Warning for March 2019 for an appropriation in the amount of \$1,000.00. This is the same amount that was requested and approved last year.

RCT has been providing service in your community for over twenty-five years and must reach out again for community support in order to maintain the quality of service that is needed for the members of our community.

RCT is a nonprofit corporation providing transportation to the elderly and disabled, Medicaid and general public through a van/bus and volunteer service.

RCT transports people to, adult-day service facilities, senior meal sites and necessary medical treatments such as, dialysis, radiation therapy, chemotherapy, physical therapy, special medical needs and other appointments.

RCT provided 18 Sheffield residents with 765 trips travelling 19,094 miles at a cost of \$14,547.

We hope you will be able to assist us with this request and we look forward to continuing our service that is needed by the members in your community.

Thank you for your time and consideration.

Respectfully,

Mary Grant

Mary Grant
Executive Director
Marygrant.rct@gmail.com



Fostering communities of strong women, supported families and safe homes since 1976

RECEIVED DEC 26 2018

December 17, 2018

William St. Peter
P.O. Box 165
Sheffield, VT 05866

Dear William,

We at Umbrella thank you and your town voters for supporting our agency services in the past. We are asking for your support again to be added to the 2019 Town Meeting Warning.

Shall the Town of Sheffield vote to raise, appropriate and expend the sum of \$500 for the support of Umbrella to provide services to residents of the Town.

Please find that we have sent the town report prior to this request and we would be happy to answer any questions that you may have.

Sincerely,

Amanda Cochran
Executive Director



Activity Report for Sheffield
Fiscal Year 2018 * July 2017 – June 2018
Town Appropriation Request: \$500

Since 1976, Umbrella has ensured that communities in Caledonia, Orleans and Essex counties have access to services that make for strong women, supported families and safe homes. Umbrella operates 4 multi-faceted, client-centered programs and plays a crucial role in decreasing the incidence and impact of domestic and sexual violence. Services offered include:

The Advocacy Program is an essential safety net for people affected by intimate partner violence and sexual abuse. The Advocacy Program meets the needs of victims in crisis while also offering preventive programming to local schools and youth groups with a focus on gender respect, consent and healthy relationships. In 2018, 706 individuals received direct advocacy, 24 adults and 23 children were sheltered for a total of 2,443 bed-nights, and 366 adults and 2,015 youth were reached at 124 prevention programming events.

Kingdom Child Care Connection (KCCC) is a community-based child care resource and referral center for Caledonia and southern Essex counties. KCCC is responsible for helping families find and pay for high-quality childcare services while also increasing the availability and quality of child development services through professional development opportunities and targeted programmatic supports. In 2018, 520 families were connected with the Child Care Financial Assistance Program.

The Family Room is a supervised visitation and monitored exchange center offering child-centered support for parents seeking to establish or rebuild relationships with their children. In 2018, the Family Room helped 75 children develop safe, healthy relationships with their non-residential parent. Additional services such as therapeutic visitation, parenting education and mediation can also be arranged in order to help families address their unique goals and needs.

Cornucopia is a culinary arts job-training program for women with barriers to employment. This 14-week program introduces women to the culinary arts through the preparation and packaging of Meals-on-Wheels for Newport area seniors. After completing the program women are assisted with securing employment with local businesses that fit their individual strengths and interests enabling them to achieve economic self-sufficiency. In 2018, Cornucopia empowered 10 women through hands-on culinary and hospitality training and produced over 30,615 meals nutritionally-balanced meals to homebound, Newport-area seniors and 3,100 meals at its weekly community meal site.

Given that some services are provided anonymously, it is difficult to provide each town with a precise number of people served by Umbrella. However, at least 1 household in Sheffield was served by Umbrella in 2018 and the community as a whole benefited from prevention and outreach programs in schools, as well as training and consultation for human service and law enforcement professionals.

Community support is critical to sustain our programming and to discover innovative approaches to the work Umbrella does. We are deeply grateful for Sheffield's support.

Respectfully,

Amanda Cochran
Executive Director

November 15, 2018

RECEIVED NOV 19 2018

Mr. William St. Peter, Town Clerk
Town of Sheffield
P.O. Box 165
Sheffield, VT 05866

Dear Mr. St. Peter and voters:

The Vermont Center for Independent Living (VCIL), a statewide, non-profit organization dedicated to improving the quality of life for people with disabilities, respectfully requests funding from the Town of Sheffield for our fiscal year 2019.

Annual support from over 140 cities and towns across the State helps VCIL assist Vermonters with disabilities achieve dignified and self-determined lives. VCIL works to serve individuals who can benefit from our direct services as well as to educate and inform members of the community about disability related issues and independent living. Direct services are available to residents of Sheffield in a number of ways. Peer counselors work with residents in their homes; small grants for adaptive equipment; Meals on Wheels for people under the age of 60; Home Access modifications; individual and systems advocacy and programs for youth. Information, Referral and Assistance is available to all residents by calling VCIL's I-Line, at 1-800-639-1522 (Voice and TTY).

We are requesting \$55.00 from the Town of Sheffield to help more people with disabilities in the coming year. Enclosed you will find a summary of VCIL's programs and services for the town and a copy of our FY'19 budget.

Thank you for your consideration. If you have questions or need additional information, please do not hesitate to call.

Sincerely,



Sarah Launderville
Executive Director

Enclosures

**THE VERMONT CENTER FOR INDEPENDENT LIVING
TOWN OF SHEFFIELD
SUMMARY REPORT**

Request Amount: \$55.00

Since 1979, The Vermont Center for Independent Living (VCIL) has been teaching people with disabilities and the Deaf how to gain more control over their lives and how to access tools and services to live more independently. VCIL employees (85% of whom have a disability) conduct public education, outreach, individual advocacy and systems change advocacy to help promote the full inclusion of people with disabilities into community life.

Preliminary numbers for our FY'18 (10/2017-9/2018) show VCIL responded to over **3,700** requests from individuals, agencies and community groups for information, referral and assistance and program services for individuals living with a disability. VCIL Peer Advocate Counselors (PACs) provided one-on-one peer counseling to **315** individuals to help increase their independent living skills and **11** peers were served by the AgrAbility program. VCIL's Home Access Program (HAP) assisted **149** households with information on technical assistance and/or alternative funding for modifications; **83** of these received financial assistance to make their bathrooms and/or entrances accessible. Our Sue Williams Freedom Fund (SWFF) provided **87** individuals with information on assistive technology; **45** of these individuals received funding to obtain adaptive equipment. **532** individuals had meals delivered through our Meals on Wheels (MOW) program for individuals with disabilities under the age of 60. We are also now home to the Vermont Telecommunications Equipment Distribution Program (VTEDP) which served **41** people and provided **33** peers with adaptive telecommunications enabling low-income Deaf, Deaf-blind, Hard of Hearing and individuals with disabilities to communicate by telephone.

VCIL's central office is located in downtown Montpelier and we have five branch offices in Bennington, Chittenden, Lamoille, Rutland and Windham Counties. Our Peer Advocate Counselors and services are available to people with disabilities throughout Vermont. Our Windham County office also houses the Vermont Interpreter Referral Service (VIRS) (previously under the VT Center for the Deaf and Hard of Hearing) and provides statewide interpreter referral services for sign language, spoken English and CART services for assignments in medical, legal, mental health, employment, educational, civil and recreational settings.

During FY '18, VCIL provided direct services to Vermont residents utilizing the following programs/services:

- Information, Referral and Assistance (I,R&A)
- Home Access Program (HAP)
- Meals on Wheels (MOW)
- Peer Advocacy Counseling (PAC)
- Sue Williams Freedom Fund (SWFF)
- Telecommunications Equipment Distribution Program (VTEDP)

To learn more about VCIL, please call VCIL's toll-free I-Line at:
1-800-639-1522, or, visit our web site at **www.vcil.org**.

Vermont Center for Independent Living

Approved FY 2019 Budget

INCOME	Approved FY2019	EXPENSES	Approved FY2019
Unrestricted Donations: (Indiv. & Corp.)	\$ 25,000	SPECIFIC ASSISTANCE	
Unrestricted Donations: Cities & Town	\$ 43,000	VHCB (Home Modifications)	\$ 373,000
Income Other	\$ 5,000	VHCB - Bond	\$ 200,000
Subscriptions/Reimbursements	\$ 3,500	Meals on Wheels (MOW)	\$ 382,199
VIRS Referral Fees	\$ 50,000	SILC Grant	\$ 35,000
Grants: Statewide Independent Living Center (SILC)	\$ 150,000	Equipment Distribution Program (EDP)	\$ 35,250
Grants: VT Interpreter Referral Service (VIRS)	\$ 55,000	Total Specific Assistance	\$ 1,025,449
Grants: NIDLRR	\$ 18,700	OPERATIONAL EXPENSES	
Grants: Wellness Workforce Coalition	\$ 89,500	Personal Services	
Grants: USDOE 704N	\$ 659,814	Salaries	\$ 910,830
Grants: USDOE 704S	\$ 287,189	Fringe Benefits	\$ 366,291
Grants: VT Housing Conservation Board/DAIL	\$ 545,000	Total Personal Services	\$ 1,277,121
VHCB - Bond	\$ 200,000	Agency Operating Expenses	
Grants: Meals on Wheels	\$ 475,463	Professional Services	\$ 104,032
Grants: Equipment Distribution Program (EDP)	\$ 75,000	Board expenses	\$ 4,000
Grants: VocRehab Youth	\$ 80,000	Occupancy	\$ 87,092
		Travel, Conference & Meetings	\$ 27,148
		Printing & Publication	\$ 10,500
		Telecommunications	\$ 23,576
		Supplies	\$ 35,718
		General Insurance	\$ 39,520
		Postage	\$ 11,400
		Equipment Repair, Lease & Maintenance	\$ 20,000
		Advertising & Outreach	\$ 16,500
		Dues & Subscriptions	\$ 7,850
		Training/Conference Fees	\$ 14,159
		Depreciation Expense	\$ 25,601
		Wellness Workforce Coalition Training	\$ 32,500
		Total Direct Expenses	\$ 459,596
		Total Projected Expenses	\$ 2,762,166
Total Projected Income	\$ 2,762,166	Net Income	\$ -



Vermont Rural Fire Protection Task Force

Vermont Association of Conservation Districts (VACD)
14 Crab Apple Ridge, Randolph, VT 05060
(802) 828-4582 | dryhydrantguy@yahoo.com | www.vacd.org

November 15, 2018

Re: **Request for Town Appropriation, Vermont Rural Fire Protection Program**

Dear Board of Selectpersons, Town Clerks and Auditors:

On behalf of the Vermont Rural Fire Protection Task Force, I am writing to request your support of the Vermont Rural Fire Protection (RFP) Program, formerly called the Dry Hydrant Grant Program. The RFP program helps Vermont communities protect lives, property and natural resources by enhancing fire suppression resources. Program Manager and Engineering Technician Troy Dare helps local fire departments identify appropriate sites for dry hydrants and other rural water supply systems, design installations, and find financial support to support the costs of construction. During the **20+ years** of the program, nearly **1100 grants** totaling **\$2.5 million** have been provided to Vermont towns for installation of new rural fire protection systems, as well as for replacements and repairs.

Over the past several years, the Rural Fire Protection Program has made a successful transition from the Northern Vermont and George D. Aiken Resource Conservation and Development (RC&D) Councils to the Vermont Association of Conservation Districts (VACD). VACD is the membership association of Vermont's fourteen Natural Resources Conservations Districts, whose mission is to work with landowners and communities to protect natural resources and support the working landscape throughout the state.

We have made a number of adjustments to the Rural Fire Protection Grant Program in recent years, including changing the name from Dry Hydrant Grant Program to Rural Fire Protection Program to better reflect the diverse range of projects we support. We have increased the maximum grant award amount from \$4,000 to \$5,000 per project. New Rural Fire Protection systems along with repair, replacement, relocation, and upgrades of existing RFP systems are eligible for grant funding on an ongoing basis. And we now consider applications from Vermont towns and fire departments on a revolving basis throughout the year rather than just once a year. **In 2019, we will accept application for "drafting site" facilities.**

The annual expense of the Rural Fire Protection Program in FY 2018 was \$211,600, of which \$111,864 was paid in grants to Vermont communities for construction costs. The remaining budget covers site assessments, project design and program oversight. Most of our funding comes from the Vermont Department of Public Safety through annual appropriations by the Vermont Legislature. In addition, the program receives support from the US Forest Service through the Vermont Department of Forests, Parks

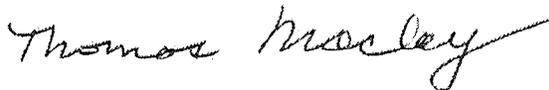
and Recreation. Unfortunately, these grants do not completely cover the costs of the program. Therefore, we are respectfully requesting that you include a \$100 appropriation in your town budget to support the Rural Fire Protection Program. Since last year's appropriation request, we have received nearly **\$10,000** in town appropriations from almost **100** towns, with contributions still coming in. We are deeply grateful for this ongoing support.

214 Vermont communities have benefitted from the Rural Fire Protection program. Our goal is to extend this support to all Vermont towns and continue to assist local fire departments in reducing the risk of injury, loss of life, and damage to property and natural resources, thereby improving the safety and welfare of Vermont communities.

Enclosed please find a summary report for the Rural Water Supply Grant Program, as well as an invoice and W-9 from VACD in case it is required. Please feel free to contact me, Troy Dare, or Jill Arace, Executive Director of VACD, with any questions you may have. Our contact information is provided below. If you would like to receive this appropriation request by mail instead of by email, please contact Troy Dare.

Thank you for your consideration.

Sincerely,



Tom Maclay, Chair
Rural Fire Protection Task Force
(802) 426-3265 | 83creameryst@fairpoint.net

Troy Dare, Program Manager & contact person Town Appropriation business
Vermont Rural Fire Protection Program
(802) 828-4582 | dryhydrantguy@yahoo.com

Jill Arace, Executive Director
Vermont Association of Conservation Districts (VACD)
(802) 496-5162 | jill.arace@vacd.org

Rural Fire Protection Task Force Members:

Tom Maclay, Chair, Marshfield VFD
Bill Sanborn, Vice-Chair, Town of Maidstone
Bill Barry, Berlin VFD
Tyler Hermanson, VT Enhanced 9-1-1
Haley Pero, Senator Bernie Sanders' Office
Mike Greenia, Vermont Division of Fire Safety
Christine Kaiser, Stowe VT

**Vermont Association of Conservation Districts
Rural Fire Protection Program
Financial Report - Fiscal Year 2018
(July 1, 2017 - June 30, 2018)**

Income

Town Appropriations	9,075
VT Dept. of Public Safety	163,447
VT Dept. Forests Parks and Recreation	20,000
Northern VT RC&D (balance carried forward)	5,240
VACD	5,894
Sale of Dry Hydrant Spare Parts	7,944
Total Income	<u>211,600</u>

Expense

Personnel	63,341
Travel	5,858
Office and Services	25,786
Dry Hydrant Spare Parts	4,751
Rural Fire Protection Grants to Towns	111,864
Total Expense	<u>211,600</u>
Net Income	<u><u>0</u></u>

Powers Park

RECEIVED JAN 02 2019

December 2018

Town of Sheffield
37 Dane Road
Sheffield, VT 05866

Via email: townclerk@sheffieldvt.org

Dear Town of Sheffield,

As President of the Powers Park Board, I wish to request our annual \$1,000.00 appropriations from the Town of Sheffield during its Annual Meeting in March of 2019. The funding requested will go directly towards our operating expense for the Summer of 2019.

I am attaching a brief summary of our program from this past summer.

We greatly value our partnership with the Town and look forward to a successful year ahead! Please let me know if you have any questions. On behalf of the Board, thank you for your consideration of my request.

Sincerely,

Donna

Donna Smith
President, Village Improvement Society

Enclosure

Powers Park

Village Improvement Society/Powers Park

2018 Report

powersparkvt@gmail.com | www.powersparkvt.org

In 1915, Powers Park was a place for annual summer meetings. Washington Irving Powers' vision then included the purchase of a 25-acre grove from the Boston and Maine Railroad. Over time, it evolved to have a pond for swimming; we are now on our third swimming pool since 1936. The location of the current Powers Park now encompasses an in-ground swimming pool, bathrooms, playground, basketball court, tennis courts, nature trails, and picnic area. In partnership with Kingdom Trails, we also added a bike track and the Rotary Club has continued its sponsorship of Powers Park with annual clean up and maintenance of the Pavilion.

Today, we continue the vision of Mr. Powers and his children and annually serve approximately 400 children from Lyndon and its surrounding towns as well as employ approximately 20 local youth as lifeguards, recreational instructors, and aides. As a community area, we have had many groups and businesses use the pool and picnic area for events such as birthday celebrations, graduations, and family reunions.

The Summer of 2018 was a big success! We continue to provide instruction to deliver high quality Red Cross swim instruction and daily testing. Our pool manager held daily staff meetings and lesson-planning sessions to make sure that every instructor was prepared to run an engaging and physical lesson, no matter the swim level. We continued with our successful afternoon sports program and our Arts and Crafts program had another crafty year with the help of a generous Burklyn Arts grant. Our Upward Bound volunteers helped with sports and also running the snack bar. Our tennis instructors benefitted greatly from a USTA 10 and Under Instructional Workshop that taught them how to plan lessons and gave them new ideas for fun tennis games and activities. We continued to be a Vermont Agency of Education and Hunger Free Vermont lunch site with over 180 children a day getting their lunch at the park. The Bookmobile came 2 times a week. We had three pool party fundraisers and hosted numerous evening swim events.

This past summer, we were able to offer free swim on the weekends as a result of generous sponsorships by area businesses. We again sponsored a Swim Team and hosted our Annual Swim Meet at the pool. Our goal is to continue both of these activities for next summer.

We had approximately three hundred and sixty children enrolled in our swimming and tennis programs this past summer from 12 area towns, including Sheffield. Our rates will again be \$90 per participant next year. Sliding scales for families of three or more will continue to be offered.

With some of the funds from appropriations, we purchased new instructional tools for the swim classes, repainted and re-caulked the pool, purchased new uniforms for staff and added more equipment to our afternoon sports program. A large portion of our appropriations goes directly to operating expenses. Next summer, with appropriations, we hope to expand our swimming program to offer junior life guarding classes. As one of the largest employers of teens in the area, this is an important goal to create a pipeline to attract qualified, dedicated young people to help run our valuable program.

On behalf of the Board at Powers Park, we again would like to thank the taxpayers and the area businesses for their continued support. We take great pride in our summer program and are excited for the summer of 2019!

Section 4. Town Information

Policies adopted in 2018

Conflicts of Interest and Ethical Conduct	97
Records Management.....	101
Vermont Department of Health Report for Sheffield.....	104
Information from the Town Clerk.....	106
Dates to Remember.....	107
Minutes of the March 2018 Annual Town Meeting.....	108
Petition for Article 9, Annual Town Meeting.....	118
Warning of the 2019 Annual Town Meeting.....	120

NOTICE TO VOTERS

For Local Elections

BEFORE ELECTION DAY:

CHECKLIST POSTED at Clerks Office by February 3, 2019. If your name is not on the checklist, then you must register to vote. SAMPLE BALLOTS will be posted by February 13, 2019.

HOW TO REGISTER TO VOTE: There is no deadline to register to vote. You will be able to register to vote on the day of the election. You can register prior by visiting the town clerk's office or going online to olvr.sec.state.vt.us.

REQUEST EARLY or ABSENTEE BALLOTS: You or a family member can request early or absentee ballots at any time during the year of the election in person, in writing, by telephone, email, or online at mvp.sec.state.vt.us. The latest you can request ballots for the March 5, 2019 Election is the close of the Town Clerk's office on Monday, March 4, 2019. (Any other person authorized by you who is not a family member must apply in writing or in person for a ballot for you.)

WAYS TO VOTE YOUR EARLY BALLOT:

- You may vote in the town clerk's office before the deadline.
- Voter may take his or her ballot(s) out of the clerks office and return in same manner as if the ballots were received by mail.
- Have ballot mailed to you, and mail or deliver it back to the clerk's office before Election Day or to the polling place before 7:00 p.m. on Election Day.
- If you are sick or disabled before Election Day, ask the town clerk to have two justices of the peace bring a ballot to you at your home. (Ballots can be delivered on any of the eight days preceding the day of the election or on the day of election.)

ON ELECTION DAY:

If your name was dropped from the checklist in error, or has not been added even though you submitted a timely application for addition to the checklist, you can fill out a new registration form.

! If the clerk or Board of Civil Authority does not add your name, you can appeal the decision to a superior court judge, who will settle the matter on Election Day. Call the Secretary of State's Office at 1-800-439-VOTE (439-8683) for more information.

If you are a first time voter who submitted your application to the checklist individually by mail and did not submit the required document, you must provide a current and valid photo identification, or a bank statement, utility bill, or government document that contains your name/current address.

If you have physical disabilities, are visually impaired or can't read, you may have assistance from any person of your choice. If any voters you know have disabilities let them know they can have assistance from any person of their choice.

If you know voters who cannot get from the car into the polling place let them know that ballot(s) may be brought to their car by two election officials.

If you have any questions or need assistance while voting, ask your town clerk or any election official for help.

NO PERSON SHALL:

- ! Vote more than once per election, either in the same town or in different towns.
- ! Mislead the board of civil authority about your own or another person's true residency or other eligibility to vote.
- ! Hinder or impede a voter going into or from the polling place.
- ! Socialize in a manner that could disturb other voters in the polling place.
- ! Offer bribe, threaten or exercise undue influence to dictate or control the vote of another person.

FOR HELP OR INFORMATION: Call the Secretary of State's Office at 1-800-439-VOTE (439-8683). (Accessible by TDD)

If you believe that any of your voting rights have been violated, you may file an Administrative Complaint with the Secretary of State's Office, 128 State Street, Montpelier, VT 05633.

If you believe you have witnessed efforts to commit any kind of fraud or corruption in the voting process, you may report this to your local United States Attorney's Office.

If you have witnessed actual or attempted acts of discrimination or intimidation in the voting process, you may report this to the Civil Rights Division of the United States Department of Justice at (800) 253-3931.

INSTRUCTIONS FOR VOTERS using Paper Ballots

CHECK-IN AND RECEIVE BALLOTS:

- Go to the entrance checklist table.
- Give name and, if asked, street address to the election official in a loud voice.
- Wait until your name is repeated and checked off by the official.
- An election official will give you a ballot.
- Enter within the guardrail and go to a vacant voting booth.

MARK YOUR BALLOT: For each office listed on the ballot, you will see instructions to "Vote for not more than one, or Vote for not more than two, etc."

- To vote for a candidate, fill in the oval to the right of the name of the candidate you want to vote for.
- WRITE-IN candidate(s). To vote for someone whose name is not printed on the ballot, use the blank "write-in" lines on the ballot and either write-in the name or paste on sticker, then fill in the oval.

CHECK OUT:

- Go to the exit checklist table and state your name in an audible voice.
- Wait until your name is repeated and checked off by the official.

CAST YOUR VOTE by depositing your voted ballot in "Voted Ballots" box.

LEAVE the voting area immediately by passing outside the guardrail.

Policy Regarding Conflicts of Interest and Ethical Conduct
For the Town of Sheffield, Vermont
June 2018

Purpose. Under the authority granted in 24 V.S.A. § 2291(20), the Town of Sheffield, Vermont hereby adopts the following policy concerning conflicts of interest and ethical conduct.

The purpose of this policy is to ensure that the business of this municipality will be conducted in such a way that no public officer of the municipality will gain a personal or financial advantage from his or her work for the municipality and so that the public trust in its officers will be preserved. It is also the intent of this policy to ensure that all decisions made by public officers are based on the best interests of the municipality.

Applicability. This policy applies to all individuals elected or statutorily-appointed to perform executive, administrative, legislative, or quasi-judicial functions of the Town of Sheffield, Vermont.

Definitions. For the purposes of this policy, the following definitions shall apply:

A. **Conflict of interest** means any of the following:

1. A real or seeming incompatibility between a public officer's private interests and his or her public or fiduciary interests to the municipality he or she serves. A conflict of interest arises when there is a direct or indirect personal or financial interest of a public officer or a person or group closely tied with the officer including his or her spouse, household member, child, stepchild, parent, grandparent, grandchild, sibling, aunt or uncle, brother- or sister-in-law, business associate, or employer or employee in the outcome of an official act or action, or any other matter pending before the officer or before the public body in which the public officer holds office. A conflict of interest may take any of the four following forms:
 - a. A direct financial conflict of interest arises when a public officer acts on a matter that has a direct financial impact on that officer.
 - b. An indirect financial conflict of interest arises when a public officer acts on a matter that has a financial impact on a person or group closely tied to the officer.
 - c. A direct personal conflict of interest arises when a public officer acts on a matter that has a direct impact on the officer in a non-financial way but is of significant importance to the officer.
 - d. An indirect personal conflict of interest arises when a public officer acts on a matter in which the officer's judgment may be affected because of a familial or personal relationship or membership in some organization and a desire to help that person or organization further its own interests.
2. A situation where a public officer has publicly displayed a prejudgment of the merits of a particular quasi-judicial proceeding. This shall not apply to a member's particular political views or general opinion on a given issue.
3. A situation where a public officer has not disclosed ex parte communication(s) related to a quasi-judicial proceeding that is before the body to which that officer belongs.

A "conflict of interest" does not arise in the case of an official act or action in which the public officer has a personal or financial interest in the outcome, such as in the establishment of a tax rate, that is no greater than that of other persons generally affected by the decision.

B. **Emergency** means an imminent threat or peril to the public health, safety, or welfare.

- C. **Ex Parte Communication** means direct or indirect communication between a member of a public body and any party, party's representative, party's counsel or any person interested in the outcome of a quasi-judicial proceeding, that occurs outside the proceeding and concerns the substance or merits of the proceeding.
- D. **Official act or action** means any legislative, administrative or quasi-judicial act performed by any public officer while acting on behalf of the municipality. This term does not apply to ministerial acts or actions wherein no discretionary judgment is exercised.
- E. **Public body** means any board, council, commission, or committee of the municipality.
- F. **Public interest** means an interest of the municipality, conferred generally upon all residents of the municipality.
- G. **Public officer** means a person elected or statutorily-appointed to perform executive, administrative, legislative, or quasi-judicial functions for the municipality. This term does not include municipal employees.
- H. **Quasi-judicial proceeding** means a case in which the legal rights of one or more persons who are granted party status are adjudicated, which is conducted in such a way that all parties have opportunities to present evidence and to cross-examine witnesses presented by other parties, and which results in a written decision, the result of which is appealable by a party to a higher authority.

Prohibited Conduct.

- A. A public officer shall not participate in any official act or action if he or she has a conflict of interest, whether real or perceived, in the matter under consideration.
- B. A public officer shall not personally – or through any member of his or her household, business associate, employer or employee – represent, appear for, or negotiate in a private capacity on behalf of any person or organization that has an interest in an official act or action pending before the public body in which the public officer holds office.
- C. A public officer shall not accept gifts or other offerings for personal gain by virtue of his or her public office that are not available to the public in general.
- D. A public officer will not request or accept any reward, gift, or favor for taking an official act or action or advocating for or against an official act or action.
- E. A public officer shall not use resources unavailable to the general public – including but not limited to municipal staff time, equipment, supplies, or facilities – for private gain or personal purposes.
- F. A public officer who is a member of a public body shall not give the impression that he or she has the authority to make decisions or take actions on behalf of that body.

Disclosure. A public officer who, while serving on a public body, may have a conflict of interest, whether real or perceived, in a matter under consideration by that public body shall, prior to taking an official act or action or participating in any official act or action on the matter, publicly disclose at a public meeting or public hearing that he or she has an actual or perceived conflict of interest in the matter under consideration and disclose the

nature of the actual or perceived conflict of interest. Alternatively, a public officer may request that another public officer recuse him or herself from a matter due to a conflict of interest, whether real or perceived.¹

Consideration of Recusal. Once there has been a disclosure of an actual or perceived conflict of interest, other public officers shall be afforded an opportunity to ask questions or make comments about the situation. If a previously unknown conflict is discovered during a meeting or hearing conducted by a public body of the municipality, the public body shall take evidence pertaining to the conflict and, if appropriate, adjourn to an executive session to address the conflict.

Recusal.

- A. **Recusal of Appointed and Elected Officers.** A public officer, whether appointed or elected, shall declare whether he or she will recuse him or herself and explain the basis for that decision. If the public officer has an actual or perceived conflict of interest but believes that he or she is able to act fairly, objectively, and in the public interest, in spite of the conflict, he or she shall state why he or she believes that he or she is able to act in the matter fairly, objectively, and in the public interest.² Otherwise, the public officer shall recuse him or herself from the matter under consideration. A public officer that recuses him or herself may, but not must, explain the basis for that decision.
- B. **Recusal of Appointed Officers.** The failure of an appointed public officer to recuse himself or herself in spite of a conflict of interest, whether real or perceived, may be grounds for discipline or removal from office.³

Recording. The minutes of the meeting or the written decision / minutes from the meeting / hearing shall document the actions.

Post-Recusal Procedure.

- A. A public officer who has recused himself or herself from participating in an official act or action by a public body shall not sit with the public body, deliberate with the public body, or participate in the discussions about that official act or action in any manner in his or her capacity as a public officer, though such member may still participate as a member of the public or private party, if applicable.
- B. The public body may adjourn the proceedings to a time, date, and place certain if, after a recusal, it may not be possible to take action through the concurrence of a majority of the total membership of the public body. The public body may then resume the proceeding with sufficient members present.

¹ Such request shall not be considered an order for the officer to recuse him or herself.

² Each member of an elected public body is independently elected and answers only to the voters. Therefore, unless there is a local ordinance or charter provision that states otherwise, the remaining members of the body may not force recusal. They may only express their opinion about the subject and/or privately or publicly admonish a fellow member who fails to handle conflicts appropriately.

³ Certain appointed public officers such as a Zoning Administrator and members of the Zoning Board of Adjustment or Development Review Board may only be removed for cause and after being afforded with procedural due process protections including notice and a reasonable opportunity to be heard.

Enforcement.

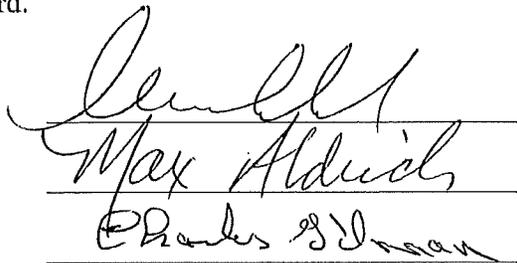
A. Enforcement Against Elected Officers; Consequences for Failure to Follow the Conflict of Interest Procedures. In cases in which an elected public officer has engaged in any of the prohibited conduct, or has not followed the conflict of interest procedures, the Town of Sheffield Select Board may, in its discretion, take any of the following disciplinary actions against such elected officer as it deems appropriate:

1. The chair of the Town of Sheffield Select Board may meet informally with the public officer to discuss the possible conflict of interest violation. This shall not take place in situations where the chair and the public officer together constitute a quorum of a public body.
2. The Town of Sheffield Select Board may meet to discuss the conduct of the public officer. Executive session may be used for such discussion in accordance with 1 V.S.A. § 313(a)(4). The public officer may request that this meeting occur in public. If appropriate, the Town of Sheffield Select Board may admonish the offending public officer in private.
3. The Town of Sheffield Select Board may admonish the offending public officer at an open meeting and reflect this action in the minutes of the meeting. The public officer shall be given the opportunity to respond to the admonishment.
4. Upon majority vote in an open meeting, the Town of Sheffield Select Board may request (but not order) that the offending public officer resign from his or her office.

B. Enforcement Against Appointed Officers. The Town of Sheffield Select Board may choose to follow any of the steps articulated in the section of this policy listed under enforcement. In addition to or in lieu of any of those steps, the Town of Sheffield, Select Board may choose to remove an appointed officer from office, subject to state law.

Exception. The recusal provisions stated here shall not apply if the Town of Sheffield Select Board determines that an emergency exists or that actions of a quasi-judicial public body otherwise could not take place. In such a case, a public officer who has reason to believe he or she has a conflict of interest shall only be required to disclose such conflict.

Effective Date. This policy shall become effective immediately upon its adoption by the Town of Sheffield Select Board.

Signatures: 

Date: June 6, 2018

Policy Regarding Records Management
For the Town of Sheffield, Vermont
June 2018

Purpose. The Town of Sheffield's Office of the Town Clerk is responsible for creating, managing and disposing of records in accordance with State and Federal laws and regulations. This policy is to ensure that the Office conforms to these mandates. The town is authorized under Vermont State law to adopt and enforce reasonable rules to prevent disruption of operations in responding to records requests, to preserve the security of public records, and to protect public records from damage.

Applicability. This policy applies to all individuals elected or statutorily-appointed to perform records management functions of the Town of Sheffield, Vermont.

Section 1: All written or recorded information, regardless of physical form or characteristics, produced or acquired in the course of Office business shall be managed in accordance with record schedules approved by the Vermont State Archivist.

Section 2: Public records, regardless of format, are available for inspection and copying unless there is specific statute exempting the record from public disclosure [1 V.S.A. 317(c)]. This policy applies to requests for public records in the custody of the Town Clerk.

Definitions. For the purposes of this policy, the following definitions shall apply:

Agency: a board or committee, department, commission or authority of the Town of Sheffield.

Custodian: the person who had charge of a public record.

General Record Schedules and Agency-Specific Record Schedules: schedules, approved by the Vermont State Archivist that govern the management of records, specifically access, retention and disposition.

Disposition Orders: guidelines for disposing of records issued between 1938 and 2008 by the Vermont Public Records Advisory Board Disposition orders may still apply to Office records if the requirements in the order do not conflict with current legal or administrative requirements of the Office and have not been superseded by a records schedule.

Operational/ Managerial Records (GRS 1000.1103): records that relate to the internal management or operation of a specific program.

Public Record: any written or recorded information, regardless of physical form or characteristics, which is produced or acquired in the course of public agency business.

Transitory records (GRS-1000.1103): records that are only needed for a limited period of time in order to complete a routine action or prepare or update a formal or on-going record.

Uniform Laws, Standards and Procedures

1. 1 VSA 315-320: Access to Public Records, including 1 VSA 317a: Disposition of Public Records.
2. 3 VSA 117: Vermont State Archives and Records Administration
3. 3 VSA 218: Agency/ Department Records Management Program
4. 04 000 CVR 002 Uniform Schedule of Public Record Charges for State Agencies
5. Archives and Records Management Handbook issued by VSARA (State Archives)

Section 1: Records Schedules

The Town Clerk's Office will follow the General Records Schedules (GRS) as approved by the Vermont State Archivist to manage public records. See Appendix for schedules. Retention of records will meet or exceed minimum retention requirements. The Office will follow the Agency Specific Record Schedule (SRS) for

Municipal Clerks. See Appendix for Agency schedules. Retention time frames will not differ from those specified in the SRS.

Section 2: Public Record Inspection Copying and Transmission

INSPECTION OF PUBLIC RECORDS

In responding to a request to inspect or copy a record, the Custodian will consult with the requestor, if necessary to clarify the request or to obtain additional information that will assist the Custodian in responding to the request and in facilitating production of the requested record for inspection or copying. When a requestor seeks a voluminous amount of separate and distinct records, the Custodian may ask the requestor to narrow the scope of the public records request.

Upon receipt of a request to inspect a public record, the Custodian will promptly produce the record for inspection, except in cases that:

1. The Custodian will inform the requestor in writing if the record does not exist under the name given by the requestor or by any other name known to the Custodian.

2. If the Custodian withholds the record as exempt from public access, the Custodian will inform the requestor of this fact in writing within three business days from receipt of the request. The Custodian will identify the record or portion of record withheld, the statutory basis for withholding the record, and a brief statement of the reasons and supporting facts for denial. The Custodian will also inform the requestor of the right to appeal this determination to the Town Select Board. It is the policy of the town that all exempt records, as outlined in 1§ 317, will be withheld from disclosure.

3. If the record is in active use or in storage and therefore not readily available at the time of the request, the Custodian will inform the requestor of this fact in writing and set a date and hour within one calendar week of the request when the record will be available for inspection. For the purpose of this policy, a "business day" means a day that the Custodian's office is open to provide services. The time limits described above may be extended in writing up to ten business days from receipt of the records request based on:

a. The need to search for, collect, and appropriately examine a voluminous amount of separate and distinct records which are demanded in a single request; or

b. The need for consultation with the town attorney or other town officers or departments having a substantial interest in the determination of the request.

If the time limits described above are extended, the Custodian will inform the requestor of such fact in writing, setting forth the reasons for the extension and specifying the date upon which the Custodian will respond to the request. The Custodian will not withhold any record in its entirety on the basis that it contains some exempt content if the record is otherwise subject to disclosure; instead, the Custodian will redact the information he or she considers to be exempt and produce the record accompanied by an explanation of the basis for denial of the redacted information.

PROTECTION OF PUBLIC RECORDS REQUESTED FOR INSPECTION.

In order that all public records in the custody of the Custodian may be protected from damage or loss, such records may only be inspected in locations in the town offices as designated by the Custodian. No public record may be removed from a designated location, marked, altered, defaced, torn, damaged, destroyed, disassembled, or removed from its proper order. The Custodian or other staff person may be present during the inspection of a public record. No person shall be allowed to copy a public record using copying equipment other than that owned by the town unless approved by the Custodian. When inspection of an electronic record is requested and the inspection of the original electronic record would create a disruption in operations of the town or would jeopardize the security or condition of the original record, the Custodian will provide an electronic copy of the

original record in the format in which the record is maintained, less any exempt information redacted from the record, at no cost to the requestor.

COPIES OF PUBLIC RECORDS.

Upon receipt of a request to make a copy of a public record, the Custodian will make and produce a copy subject to the following:

1. Charges. Except where otherwise provided by law, the Custodian will charge and collect the following costs for making a copy of a public record:

a. The town fee schedule as determined by the uniform schedule of charges established by the Secretary of State; and

b. The cost of staff time associated with complying with a request for a copy of a public record when the time exceeds 30 minutes as determined under the uniform schedule of charges established by the Secretary of State.

All charges for copies and staff time must be paid in full prior to delivery of the requested copies. Upon request, the Custodian will provide an estimate of the cost of making a copy of a public record prior to complying with the request.

Standard formats. The Custodian will make a copy of a public record in the following standard format: a. For any public record maintained by the Custodian in paper form, the Custodian will make a paper copy of the record; b. For any public record maintained by Custodian in electronic form, the Custodian will make either a paper printout of the record or an electronic copy of the record in the format in which the record is maintained, as directed by the requestor. A request for a copy in a format other than those mentioned above is "non-standard." The Custodian may provide a copy of a public record in a non-standard format (e.g., conversion of a paper public record to electronic format).

CREATION OF PUBLIC RECORDS. The Custodian will not create a public record that does not exist.

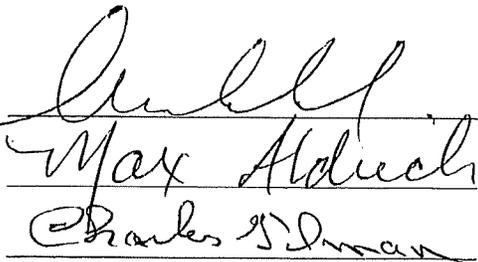
TRANSMISSION OF PUBLIC RECORDS. The Custodian will transmit a public record.

DENIAL OF A PUBLIC RECORD REQUEST. If the Custodian denies a public record request in whole or in part, the denial may be appealed to the Town Select Board. In accordance with 1 V.S.A. § 318(c)(1), the Select Board will make a written determination on the appeal within five business days after receipt of the appeal. A decision of the Select Board may be reviewable by the Vermont Superior Court pursuant to 1 V.S.A. § 319.

The foregoing Policy is hereby adopted by the Town of Sheffield, Vermont, this 6th day of June, 2018.

Effective Date. This policy shall become effective immediately upon its adoption by the Town of Sheffield Select Board.

Signatures:





State of Vermont
Department of Health
St. Johnsbury District Office
107 Eastern Avenue Suite #7
St. Johnsbury, VT 04819

[phone] 802 748-5151
[fax] 802 751-3229
HealthVermont.gov

Vermont Department of Health Local Report

Sheffield, 2018

At the Vermont Department of Health our twelve Local Health District Offices around the state provide health services and promote wellness for all Vermonters.

Your local office located in St. Johnsbury and available to help individuals and families at worksites, schools, town meetings, or by appointment, we work hard to provide you with knowledgeable and accessible care, resources, and services. We also partner with local organizations and health care providers to ensure we're equipped to respond to the community's needs. In 2018, we worked in partnership with communities to:

- Increase capacity statewide to prevent underage and binge drinking and reduce prescription drug misuse and marijuana with Regional Prevention Partnerships (RPP).
- Prevent and control the spread of infectious disease. In 2018 we spent \$13,729,406 on vaccines provided at no cost to healthcare providers around the state to make sure children and adults are protected against vaccine-preventable diseases. We also responded to 244 cases of infectious disease.
- Promote wellness by focusing on walking and biking safety, reducing tobacco exposure, and increasing access to healthy foods through the implementation of local projects and municipal strategies.
- Support healthy families by helping kids stay connected with providers and dentists following transfer into foster care.
- Serve families and children with the Women, Infants, and Children (WIC) Nutrition Education and Food Supplementation Program. In 2018, we served over 11,000 families.
- Provide trainings on Help Me Grow to Healthcare and Early Childhood Education Providers to support improved access to resources and services for parents and families with young children.
- Share new data and reports including the *Vermont Lead in School Drinking Water Testing Pilot Report* which is helping Vermonters understand and address the risk of lead in school drinking water, and the *Injury and Violence in Vermont* report, which is shedding light on the risk of suicide among youths.
- Work with businesses in planning and starting worksite wellness strategies to improve on-the-job opportunities for health for local residents, including creating Breastfeeding Friendly locations to support growing families.
- Work with local partners, including, schools, hospitals, and emergency personnel, to ensure we are prepared to distribute medicine, supplies, and information during a public health emergency.
- Improve understanding of how to stay healthy at work, home, and in the community through initiatives and resources related to 3-4-50, Help Me Grow, WIC, Building Bright Futures, Be Tick Smart, 802Quits, and the Breastfeeding Friendly Employer project.



Learn more about what we do on the web at www.healthvermont.gov

The New Vital Records Law (Act 46) and What It Means for You

The Vermont Legislature passed Act 46 in May 2017, which significantly changes the state laws that govern vital records –namely, birth and death certificates. The new law and rules will enhance the safety and security of birth and death certificates, provide better protection against misuse of these legal documents, and reduce the potential for identity theft. Additionally, the changes streamline the entire statewide system for creation, storage and tracking of birth and death certificates. Act 46 will impact anyone who seeks a copy of a Vermont birth or death certificate. **The changes go into effect on July 1, 2019.**

The most notable changes are:

- Only family members (as defined in Act 46), legal guardians, certain court-appointed parties or legal representatives of any of these parties can apply to obtain a certified copy of a birth or death certificate. In the case of a death certificate only, the funeral home or crematorium handling disposition may apply for a certified copy.
- An individual must complete an application and show valid identification when applying for a certified copy of a birth or death certificate.
- An individual who refuses to complete the application or cannot provide valid identification will be ineligible and referred to the Vital Records Office.
- Certified copies of birth and death certificates can be ordered from any town, not just where the birth or death occurred or where the person was a resident.
- Certified copies will be issued on anti-fraud paper.
- Access to noncertified copies (previously called “informational” copies) is not significantly changed by the new law or rules.
- Marriage, civil union, divorce or dissolution certificate copies and processes are not affected by the new law or rules.

For text of Act 46, go to

<https://legislature.vermont.gov/Documents/2018/Docs/ACTS/ACT046/ACT046%20As%20Enacted.pdf>

Information from the Clerk's Office

Dogs and Cats

Sheffield dogs are due to be licensed by April 1, 2019 and must have a current rabies certificate. Please bring a copy of your dog's current rabies vaccination certificate with you when licensing your dog.

License fees on or before April 1 are \$9.00 for spayed or neutered dogs and \$13.00 for unaltered dogs. These fees go up after April 1 except for new adoptions.

Dogs may be licensed anytime during regular office hours.

Sheffield will host a rabies vaccination clinic at the Sheffield Fire Station on Saturday March 23, 2019 from 10:00 to 11:00 AM. Licensing will be available the same day from 10:00 until 11:30 AM in the Clerk's office next to the fire station. Other vaccines will be available at additional cost.

Cats can also be vaccinated at this clinic.

Transfer Station

Even with the implementation of the "Pay per Throw" system for trash waste, a windshield permit sticker is needed to use the Sheffield/ Wheelock transfer station in Wheelock.

Permit stickers are available free of charge to property owners in Sheffield and Wheelock and may be obtained from your Town Clerk's office by filling out a short information form.

The Transfer Station has a self-sort recycling facility. Please note that black plastic cannot be recycled. The Transfer Station also offers metal recycling from which the towns receive money from the sale of the metal. The money from metal recycling goes back into the Transfer Station as income, thus lowering the tax burden.

Bulky days are scheduled for April, July and October. (See Dates to Remember for specific days.) Large items, such as upholstered furniture and mattresses will be accepted at the Transfer Station only on these days.

Town Clerk Office Hours

Monday and Friday- 9:00 am to 3:00 pm

Wednesday- 9:00 AM to 6:00 PM.

Dates to Remember

If you would like more information about one of the organizations, please contact the Town Clerk

Event	Date	Location	Time
Annual Town Meeting	March 5, 2019	Sheffield Town Hall	9:00 a.m.
Dog/wolf hybrid licensing	Due before April 1. Late fee applies after April 1	Town Clerk's office	Office hours
Vaccination Clinic for Cats and Dogs	Saturday, March 23 , 2019	Sheffield Fire Station	10:00 to 11:00 AM
Special Licensing Hours for Dogs	Saturday, March 23 , 2019	Town Clerk's office	10:00 to 11:30 AM
Keniston and Dane Education Fund Application Deadlines	July 1 (fall semester) and December 15 (spring semester)	Town Clerk's office	Office hours
Listing of properties for taxes	April 1	Town Clerk's office	Contact listers at (802) 626-8862
Planning Commission Meetings	3rd Wednesday, quarterly (January, April, July, October)	Town Clerk's office	6:00 p.m.
Selectboard Meetings	1st Wednesday of each month	Town Clerk's office	6:00 p.m.
Sheffield Cemetery Association Meeting	April, date to be announced	Town Clerk's office	TBA
Sheffield Field Day	Labor Day	Sheffield Village	Parade at 10:00 a.m.
Sheffield Historical Society Annual Meeting	To be determined	Town House Museum	11:30 a.m. Lunch follows
Town Clerk's/Treasurer's Office Hours	Monday and Friday Wednesday	Town Clerk's office	9:00 a.m. - 3:00 p.m. 9:00a.m. - 6:00 p.m.
Transfer Station Bulky Days	Wednesdays and Saturdays April 10 and 13, July 10 and 13	Wheelock Village October 9 and 12, 2019	8:00 a.m. - 5:00 p.m.
Walk in the Woods	Saturday, August 24, 2019	1619 Berry Hill Road	11:00 a.m. Refreshments follow

Town of Sheffield, Vermont

2018 Annual Town Meeting Minutes

Sheffield Town Hall

March 6, 2018, 9:00 AM

Not approved until signed.

Forty-eight (48) legal voters of Sheffield assembled at the Sheffield Town Hall. Patrick Ham called the meeting to order at 9:00 AM. The people in attendance stood and spoke the Pledge of Allegiance. The preamble of the 2017 warning was read with the following business being transacted.

Article 1. To elect a moderator for the ensuing year.

The gavel was turned over to William St. Peter as Town Clerk to proceed with the election of a Town Moderator for the ensuing year. Brian Mahoney nominated Patrick Ham for Moderator, seconded by Harman Clark. Hearing no further nominations, Walter Smith made the motion that nominations cease and one ballot be cast for Patrick Ham by the clerk, seconded by Bobbi Bristol. Patrick Ham was elected Moderator.

Patrick Ham spoke about the honor of seeing democracy in action by attending and participating in Town Meeting.

Article 2. To elect other town officers necessary to fill any vacancies, including the following:

a. Selectman for a term of three (3) years.

Walter Smith nominated Max Aldrich for a three year term for Selectman, seconded by Al Robertson. Hearing no further nominations, Harman Clark made the motion that nominations cease and one ballot be cast by the clerk for Max Aldrich. Seconded by Walter Smith. Motion passed. Max Aldrich was elected to the Select Board for a three year term.

c. Lister for a term of three (3) years.

William St. Peter nominated Ed Jewell for Lister, seconded by Al Robertson. Hearing no further nominations, Max Aldrich made the motion that nominations cease and one ballot be cast by the clerk for Ed Jewell. Seconded by Rod Dwyer. Motion passed. Ed Jewell was elected as Lister for a three year term.

d. Auditor for a term of three (3) years.

Walter Smith nominated Gretchen Bristol for auditor, who declined the nomination. Max Aldrich nominated David Bristol, who declined the nomination. Suzanne Bartlett nominated Ed Richardson, seconded by Max Aldrich. Hearing no further nominations, Max Aldrich made the motion that nominations cease and one ballot be cast by the clerk for Ed Richardson, seconded by Walter Smith. Motion passed. Ed Richardson was elected as Auditor for a three year term.

e. Constable for the ensuing year.

Ed Richardson nominated Ed Jewell for Constable, seconded by Al Robertson. Hearing no further nominations, voice vote was taken. Ed Jewell was elected as Constable for a one year term.

f. Delinquent Tax collector for the ensuing year.

Maureen Aldrich nominated Cheryl Chesley for Delinquent Tax Collector, seconded by Ken Vos. Hearing no further nominations, voice vote was taken. Cheryl Chesley was elected as Delinquent Tax Collector for a one year term.

g. Grand juror for the ensuing year.

William St. Peter nominated Harman Clark for Grand Juror, seconded by Al Robertson. Hearing no further nominations, a voice vote was taken. Harman Clark was elected Grand Juror for a one year term.

h. Town agent for the ensuing year.

Max Aldrich nominated William St. Peter as Town Agent, seconded by Walter Smith. Hearing no further nominations, a voice vote was taken. William St. Peter was elected as the Town Agent for a one year term.

3-226

i. Agent to convey real estate for the ensuing year.

Ed Jewell nominated the Select Board as the agent to convey real estate, seconded by Audrey Hearne. Hearing no further nominations, a voice vote was taken. The Select Board was elected as the agent to convey real estate for a one year term.

j. Trustee of public funds for the ensuing year.

Audrey Hearne nominated the Select Board as the trustee of public funds, seconded by Beverly Frost. Hearing no further nominations, a voice vote was taken. The Select Board was elected as the trustee of public funds for a one year term.

k. School Director for Miller's Run School District for the remainder of the district term.

William St. Peter nominated Brian Mahoney for School Director, seconded by Walter Smith. Hearing no further nominations, a voice vote was taken. Brian Mahoney was elected as School Director for the remainder of the District term.

l. Sexton for the ensuing year.

Sally Wood-Simons nominated Charles Gilman for Sexton, seconded by Al Robertson. Hearing no further nominations, a voice vote was taken. Charles Gilman was elected as Sexton for a one year term.

m. Three (3) Planning Commissioners for a term of three (3) years.

Al Robertson nominated Keith Ballek, who declined the nomination. Al Robertson nominated Leslie Ham, who declined the nomination. Rodney Dwyer nominated Bobbi Bristol, seconded by Walter Smith. Hearing no further nominations, Bobbi Bristol was elected by voice vote for a three year term. Al Robertson nominated Ed Richardson, who declined the nomination. Al Robertson nominated Brenda Ham, who declined the nomination. Max Aldrich nominated Chad McLean, seconded by Al Robertson. Hearing no further nominations, Chad McLean was elected by voice vote. Al Robertson nominated Rod Dwyer, seconded by Linda Lyman. Hearing no further nominations, Rod Dwyer was elected by voice vote.

Article 3. To see if the Town will accept the reports of the several Town officers.

Al Robertson made the motion to accept the reports of the Town Officers, seconded by Rod Dwyer. Discussion ensued.

William St. Peter outlined the omissions and errors in the Town Report that were discovered after printing and distribution. Copies of corrected replacement pages were available to the voters. Ray Berry had a question about the Field Day Report. He was interested in the income from Field Day. He asked that an accounting of Field Day income and expenses be included in next year's Town Report. Kathy Newland asked if the Wind Farm money was put into the investment account immediately upon receipt of the money. William St. Peter reported that the money was not transferred quarterly in 2017. Now, with new accounting procedures at Vermont Wind, a physical check is received by the town and deposited directly into the investment account the next banking day. Cheryl Chesley asked what the percentage gain was on the Wind Farm investment account for 2017. That information is not readily available. This will be addressed in 2018. Jim Fox asked if the new copier had saved the Town money in printing costs. William St. Peter noted that the cost of printing the Town Report was \$400.00 versus \$1,009.00 cost by an outside printing company in 2017. Brian Mahoney wanted clarification on the beginning and ending balances of the Vermont Wind Account. Al Robertson noted the report should include accounts receivable for the two truck loans being paid back from the town. The question was called by Harmon Clark, seconded by William St. Peter. Motion was amended to include the Town Report Supplement regarding omissions and errors by Brian Mahoney, seconded by Al Robertson. Question was called by voice vote. Motion passed. The reports were accepted as supplemented.

Article 4. To see if the Town will appropriate the sum of \$63,989.82 to help support the following organizations:

a. American Red Cross	250.00
b. Caledonia Home Health Care and Hospice	1,100.00
c. Cobleigh Public Library	600.00
d. Community Restorative Justice Center	500.00
e. Darling Inn Senior Meal Site	250.00
f. Fairbanks Museum and Planetarium	703.00

g. Green-Up Vermont	50.00
h. H.O.P.E.	500.00
i. Lyndon Rescue Assessment	28,076.82
j. Lyndonville Youth Baseball/Softball	250.00
k. NEK Council on Aging	330.00
l. Northeast Kingdom Human Services	738.00
m. Northeast Kingdom Learning Services	100.00
n. Northeast Kingdom Youth Services	300.00
o. Northeastern Vermont Development Association	527.00
p. Rural Community Transportation	1,000.00
q. Sheffield Wheelock Fire Department- Operations	17,000.00
r. Sheffield Wheelock Fire Department- Truck	9,700.00
s. Sheffield Food Pantry	360.00
t. Umbrella	500.00
u. Vermont Center for Independent Living	55.00
v. VT Rural Fire Protection Task Force	100.00
w. Village Improvement Society/Powers Park	1,000.00

Total \$63,989.82

Terry Lacillade made the motion to consider each appropriation, line by line. Seconded by Jim Fox. Motion passed. Terry Lacillade outlined the requests year by year, noting the increase in the number of requests and the increase in the overall dollar amounts.

Suzanne Bartlett asked whether organizations needed to produce annual petitions for inclusion in the warning. Organizations who have ongoing requests have not submitted annual petitions.

Walter Smith explained the mission of the Community Restorative Justice Center. Walter Smith commented on the practice at Lyndon Rescue of carrying over earned time from year to year. He felt the Select Board should write a letter to Lyndon Rescue, with copies to towns in the catchment area about carrying over earned time. Cheryl Chesley agreed with Walter Smith on the earned time and also wondered why the payroll tax and bank fees had gone up so much for Lyndon Rescue.

She noted that the increases were likely due to increased emergency management and EMT responsibilities.

Noting the arrival of Vicki Strong, Sheffield's representative to the Vermont House, the moderator opened the floor to Ms. Strong and the voters. Ms. Strong spoke about the Governor's position on fiscal conservatism. He will not sign a bill into law that raises taxes and fees. She is on the General Housing and Military Affairs Committee. The committee is addressing three areas:

- 1.) Offering free tuition to National Guard members at State Colleges and Universities
- 2.) Recognition and streamlining of certifications earned in the military which transfer to job opportunities in civilian life.
- 3.) Vermont has accepted the Honor and Remember flag acknowledging the service of all Vermonters who died in all wars or conflicts.

Ms. Strong is also working in the legislature to increase opportunities to help the homeless.

Walter Smith asked about the formula for funding schools as it relates to income tax. Ms. Strong replied that the proposed way education is funded in Vermont is undergoing change, even as recent as last week.

Brian Mahoney asked repaving Route 122. Ms. Strong said that Sheffield is on the list for road repair.

Bob Blodgett asked about efforts to keep young people from leaving Vermont. Governor Scott has held an initiative to make Vermont friendly to businesses in an effort to create jobs.

Beverly Frost asked about treatment possibilities for the mentally ill. There are homes for people in mental health crisis.

Ms. Strong was thanked for her time and insight.

The meeting then resumed with continued discussion of Article 4.

a.) Brian Mahoney made the motion to appropriate \$250.00 to the American Red Cross, seconded by Erik Lavallee. Motion passed by voice vote.

b.) Kathy Newland made the motion to appropriate \$1,100.00 to Caledonia Home Health Care and Hospice. Seconded by Audrey Hearne. Suzanne Bartlett made a motion to amend the amount to \$500.00. Seconded by Jim Fox. Ed Richardson called the question. Motion to amend failed on voice

- vote. Leslie Newland called the question on the original motion. Motion passed on voice vote.
- c.) Frances Hersey made the motion to appropriate Cobleigh Public Library \$600.00. Seconded by Brian Mahoney. Motion passed by voice vote.
- d.) Frances Hersey made the motion to appropriate Community Restorative Justice Center \$500.00. Seconded by Bobbi Bristol. Bobbi Bristol spoke to the mission and works of the Center. Ed Richardson called the question. Voice vote was inconclusive. Vote by show of voter cards resulted in eighteen yes votes and 30 no votes. The motion was defeated.
- e.) Terry Lacillade made the motion to appropriate \$250.00 to the Darling Inn Senior Meal Site. Seconded by Brian Mahoney. Passed by voice vote.
- f.) Brian Mahoney made the motion to appropriate \$703.00 to the Fairbanks Museum and Planetarium. Seconded by Rosemary Kinerson. Passed by voice vote.
- g.) Max Aldrich made the motion to appropriate \$50.00 to Green-Up Vermont. Seconded by Al Robertson. Tires picked up on the road side can be brought to NEK WMD in Lyndonville. The town will be billed. Passed by voice vote.
- h.) Rosemary Kinerson made the motion to appropriate \$500.00 to H.O.P.E. Seconded by Linda Lyman. Passed by voice vote.
- i.) Brian Mahoney made the motion to appropriate \$15,632.00 to Lyndon Rescue, Inc. Seconded by Terry Lacillade. Leslie Newland made the motion to amend the amount to \$20,568.57. Seconded by Leslie Ham. The question was asked if the Town would receive service from Lyndon Rescue if the full amount was not paid. The by-laws of Lyndon Rescue were read. Ed Richardson called the question. Voice vote inconclusive. Vote by show of voter cards resulted in twenty-one (21) yes votes and twenty-five (25) no votes. Amendment failed. Jim Fox called the question. Voice vote on the original motion was inconclusive. Vote by show of voter cards resulted in seventeen (17) yes votes and thirty (30) no votes. Motion defeated. Bob Blodgett made the motion to reconsider due to voter confusion. Seconded by Bobbi Bristol. Reconsideration motion passed by voice vote. Bob Blodgett made the motion to appropriate \$28,076.82 to Lyndon Rescue, Inc. Seconded by Walter Smith. Walter Smith called the question. Seconded by Bob Blodgett and supported by voice vote. Motion passed as written by voice vote.
- j.) Rosemary Kinerson made the motion to appropriate \$250.00 to Lyndonville Youth Baseball and Softball. Seconded by Erika Lavallee. Passed by voice vote.
- k.) Ed Richardson made the motion to appropriate \$350.00 to NEK Council on Aging. Seconded by Rosemary Kinerson. Passed by voice vote
- l.) Brian Mahoney made the motion to appropriate \$738.00 to Northeast Kingdom Human Services. Seconded by Rosemary Kinerson. Passed by voice vote.
- m.) Brian Mahoney made the motion to appropriate \$100.00 to Northeast Kingdom Learning Services. Seconded by Erika Lavallee. Passed by voice vote.
- n.) Brian Mahoney made the motion to appropriate \$300.00 to Northeast Kingdom Youth Services. Seconded by Erika Lavallee. Passed by voice vote,
- o.) Linda Lyman made the motion to appropriate \$527.00 to Northeastern Vermont Development Association. Seconded by Al Robertson. Passed by voice vote.
- p.) Rosemary Kinerson made the motion to appropriate \$1,000.00 to Rural Community Transportation. Seconded by Brian Mahoney. Passed by voice vote.
- q.) Brian Mahoney made the motion to appropriate \$17,000.00 to the Sheffield/ Wheelock Fire Department for Operations. Seconded by William St. Peter. Passed by voice vote.
- r.) Brian Mahoney made the motion to appropriate \$9,700.00 to the Sheffield/ Wheelock Fire Department Truck Fund. Seconded by Rosemary Kinerson. Passed by voice vote.
- s.) Brian Mahoney made the motion to appropriate \$360.00 to the Sheffield Food Pantry. Seconded by Walter Smith. Passed by voice vote.
- t.) Rod Dwyer made the motion to appropriate \$500.00 to Umbrella. Seconded by Al Robertson. Passed by voice vote.
- u.) Erika Lavallee made the motion to appropriate \$55.00 to Vermont Center for Independent Living. Seconded by Deb Russell. Passed by voice vote.
- v.) Max Aldrich made the motion to appropriate \$100.00 to the Vermont Rural Protection Task Force. Seconded by Rod Dwyer. Passed by voice vote.
- w.) Terry Lacillade made the motion to appropriate \$500.00 to Village Improvement Society/ Powers Park. Seconded by Jim Fox. Bob Blodgett made the motion to amend the amount to \$1,000.00. Seconded by Deb Russell. Question on the amendment was called by Brian Mahoney. Motion to amend passed. Vote on the amended motion of \$1,000.00 passed by voice vote.

The meeting was suspended from 12:00 to 12:45 PM for lunch.

The meeting was brought back to order at 12:45 PM by Patrick Ham.

Article 5. Shall the voters authorize the Northeast Kingdom Waste Management District to appropriate and expend a budget of \$760,519.00? (Australian ballot)

Motion was made by Ed Richardson to pass over Article 5. Seconded by Rod Dwyer. Passed by voice vote.

Article 6. a. Shall the Town apply a portion of the supplemental payments received in 2018 from Vermont Wind, LLC, as calculated in the Vermont Wind, LLC Supplemental Payment Information page included in this Report, to pay the Town's general and highway expenses thereby reducing the property tax rate for taxpayers of the Town?

Al Robertson made the motion to use a portion of supplemental payments referred to in Article 6. a. as written. Seconded by Ed Jewell. Passed by voice vote.

b. If the vote on Article 6.a. is affirmative, what shall the amount of such portion be, with the remainder being deposited into the Vermont Wind, LLC Fund, which was established at the 2012 Town Meeting?

Al Robertson made the motion to use fifty percent (50%) of the noted funds to reduce tax and fifty percent (50%) be put into the investment fund, Seconded by Brian Mahoney. Al Robertson spoke to the fact that the fund is on track towards the goal of the fund to be self-sustaining. Passed by voice vote.

Article 7. To see if the Town will authorize the Select Board to apply any surplus accumulated during the year 2017 in the general checking account to defray Town general expenses during 2018.

William St. Peter made the motion to authorize the Select Board as noted in the article. Seconded by Al Robertson. Passed by voice vote.

Article 8. To see if the Town will authorize the Select Board to apply any surplus accumulated during the year 2017 in the highway checking account to defray Town highway expenses during 2018.

William St. Peter made the motion to authorize the Select Board as noted in the article. Seconded by Al Robertson. Passed by voice vote.

Article 9. To see if the Town will approve the proposed general and highway budgets for 2018 in the combined amount of \$ 484005.00 for General use and maintenance of Town Highways.

Motion made by Brian Mahoney to approve the combined amount of \$564,207.88 to account for the omitted equipment loan re-payments and appropriations as voted. Seconded by Al Robertson. Passed by voice vote.

Article 10. To see if the Town will have real and personal property taxes paid to the Treasurer and set the due date of Friday, November 2, 2018.

William St. Peter made the motion on Article 10 as written. Seconded by Walter Smith. Passed by voice vote.

Article 11. To transact any other business that may properly come before this meeting.

Kingdom East vote on April 10, 2018. Information meeting on Thursday, April 5, 2018 at 6:15PM at Miller's Run School.

Al Robertson invited everyone to the Annual Walk in the Woods, Saturday, August 25, 2018 at 11:00 AM

Cheryl Chesley had questions about promoting Holbrook State Forest.

William St. Peter announced the Rabies vaccination clinic in town at the Fire Station on March 24, 2018 from 10 to 11 am. Dogs need to be licensed and have a current rabies vaccination certificate by April 1, 2018.

The voters considered the option of having a Facebook page for the Town to update on road conditions,

3-230

school closings, etc.

Audrey Richardson announced the Field Day Organizational Meeting on March 15, 2018 at 7:00 PM. She and Ed are retiring from actively managing the Field Day.

Leslie Newland asked about whether information regarding the cemeteries is on the computer. Frances Hersey said that Norma Williams has done a lot of work of mapping the cemeteries and putting the results on the computer. Frances called for more volunteers for the Historical Society

Article 12. To adjourn.

Max Aldrich made the motion to adjourn this year's Town Meeting. Seconded by Walter Smith. Article passed by voice vote. The 2018 Sheffield Town Meeting adjourned at 1:34 PM.

Dated at Sheffield, Caledonia County, Vermont this 6th day of March, 2018

Respectfully submitted,



Wendy Scofield
Assistant Town Clerk and Assistant Treasurer



Patrick Ham
Moderator



Ed Richardson
Justice of the Peace

Supplement - Page 1

Town of Sheffield
 2017 General Actual, 2017 Budget and 2018 Proposed Budget
 January through December 2017

	<u>Actual Jan - Dec 2017</u>	<u>2017 Budget</u>	<u>2018 Proposed Budget</u>
Income			
Property Tax Receipts			
PILOT & CU Payments Received	11,627.16		
Prop. Taxes - 2017	816,295.78		
Prop. Taxes - 2016	50,024.71		
Prop. Taxes - 2015	5,519.26		
Prop. Taxes - 2014	3,979.67		
Prop. Tax - Years 2013 & Prior	8,691.92		
Delinquent Tax Interest	14,824.47		
Delinquent Tax Penalties	6,539.19		
Delinquent Tax Legal Fees	5,913.46		
Total Property Tax Receipts	<u>923,415.62</u>		
Plus - Vermont Wind Supplement Voted to Reduce Tax Rates	<u>216,920.55</u>		
Less - HW Taxes Transferred	110,669.21		
Less - Education Taxes Remitted	813,696.48		
Less - Delinq. Tax Collection Expenses			
Delinquent Tax Collector Salary	6,539.19		
DTC Legal Services	5,913.46		
DTC Postage	147.00		
Total Delinq. Tax Collection Expenses	<u>12,599.65</u>		
Net Property Tax Receipts	<u>203,370.83</u>	-	-
Split Fees Collected			
Dog Licenses and Fines	1,461.00	1,700.00	
Marriage License Fees	540.00		
Total Split Fees Collected	<u>2,001.00</u>	<u>1,700.00</u>	-
Less - Split Fees Remitted			
State Dog License Fees	725.00		
Marriage License Fees to State	435.00		
Total Split Fees Remitted	<u>1,160.00</u>	-	-
Net Split Fees	<u>841.00</u>	<u>1,700.00</u>	-

Replaces Page 11 of 2017 Town Report

3-232

Supplement Page 2

Town of Sheffield
2017 General Actual, 2017 Budget and 2018 Proposed Budget
 January through December 2017

	<u>Actual Jan - Dec 2017</u>	<u>2017 Budget</u>	<u>2018 Proposed Budget</u>
General Fees			
Civil Fines	137.00		
Copying & Research Fees	1,080.10		750.00
Green Mountain Passports	2.00		
Recording Fees	5,870.00		4,500.00
Safety Zone Registration	35.00		35.00
General Fees - Other	5.00	5,000.00	
Total General Fees	<u>7,129.10</u>	<u>5,000.00</u>	<u>5,285.00</u>
Interest Receipts			
Interest - Operating Reserve	331.01	250.00	250.00
Interest - General Chkg Acct	179.53	50.00	100.00
Total Interest Receipts	<u>510.54</u>	<u>300.00</u>	<u>350.00</u>
Other Receipts			
Refund from Unified School Dist	10,292.17		
Town Hall Rentals	1,890.00	1,000.00	1,000.00
Food Pantry	1,080.00		1,080.00
Total Other Receipts	<u>13,262.17</u>	<u>1,000.00</u>	<u>2,080.00</u>
Total Income	<u>225,113.64</u>	8,000.00	7,715.00
Accumulated Surplus			
Used to Reduce Tax Rate	45,000.00	45,000.00	45,000.00
2016 Surplus			
Used to Reduce Tax Rate	12,594.56		
2017 Surplus			
To Be Used to Reduce Tax Rate			2,578.53
Totals	<u>282,708.20</u>	53,000.00	55,293.53
			Estimated Receipts to Reduce Tax Rate

- Replaces page 12 of 2017 Town Report

Town of Sheffield
 2017 Highway Actual, 2017 Budget, 2018 Proposed Budget
 January through December 2017

	Actual Jan - Dec 2017	2017 Budget	2018 Proposed Budget
Payroll Expenses			
Highway Wages	74,436.95	75,000.00	77,800.00
Town Portion of Payroll Taxes			
Social Security and Medicare	5,694.43		6,000.00
Town Portion of Payroll Taxes - Other	0.00	6,215.00	
Total Town Portion of Payroll Taxes	<u>5,694.43</u>	<u>6,215.00</u>	<u>6,000.00</u>
Total Payroll Expenses	<u>80,131.38</u>	<u>81,215.00</u>	<u>83,800.00</u>
Total Expenses	<u>227,687.41</u>	<u>229,000.00</u>	<u>239,955.00</u>
Grader Loan Payment (including interest)	26,313.00	26,313.00	26,313.00
2015 Freightliner Truck Payment (including interest)	19,864.28	19,864.28	19,864.28
2018 Freightliner Truck Payment (including interest)			34,525.60
Total Expenditures	<u>273,864.69</u>	<u>275,177.28</u>	<u>320,657.88</u>

Replaces Page 14 of 2017 Town Report

Article #9
 Combined general and highway budget
 for 2018 should read \$564,707.88

3-234

Supplement Page 4

TOWN OF SHEFFIELD						
Loan from Town of Sheffield Wind Farm Investment Account No. 16135900054 to Town of Sheffield						
Payment Schedule						
Loan Amount:						\$167,600.00
Interest:	3%/annum					5,028.00
Total Paid:						\$172,628.00
Term:	7 Years					
Purpose:	Purchase of 2018 black Freightliner truck					
Payment No.	Payment Date	Principal	Interest	Total Paid	Date Paid	Balance Due
	12-29-17					\$172,628.00
1	12-29-18	\$33,520.00	\$1,005.60	\$34,525.60		138,102.40
2	12-29-19	33,520.00	1,005.60	34,525.60		103,576.80
3	12-29-20	33,520.00	1,005.60	34,525.60		69,051.20
4	12-29-21	33,520.00	1,005.60	34,525.60		34,525.60
5	12-29-22	33,520.00	1,005.60	34,525.60		0.00
TOTALS		\$167,600.00	\$5,028.00	\$172,628.00		

Replaces Table for 2018 Truck
Page 18 of 2017 Town Report

STATE OF VERMONT
Caledonia County

We the undersigned legal voters of the Town of Sheffield, Vermont, hereby petition the Selectboard of the Town of Sheffield, Vermont to place the following Article on the warning for the Annual Town Meeting to be held on the 5th day of March, 2019. This petition is filed pursuant to 24 V.S.A. § 2691. We certify that we are presently voters of that town. The Article to be placed on the warning to read:

Article: Shall the Town of Sheffield, VT vote to approve the purchase of a parcel of land containing 1.7 acres on Dane Road, in the Town of Sheffield, for a cost not to exceed \$18,000 (Eighteen Thousand Dollars).

SIGNATURE (Your signature will not count if the Town or City Clerk cannot read your name.)	Please PRINT name here
<i>Wendy Scofield</i>	Wendy Scofield
<i>William St. Peter</i>	William St. Peter
<i>Kathy Newland</i>	Kathy Newland
<i>Leslie Newland</i>	Leslie Newland
<i>Alan M. Robertson</i>	ALAN M. ROBERTSON
<i>Rod Dwyer</i>	Rod Dwyer
<i>Barbara Bristol</i>	BARBARA BRISTOL
<i>Erik Lavallee</i>	Erik Lavallee
<i>Sally Wood-Simpson</i>	SALLY WOOD-SIMPSON
<i>Livor K Lyman</i>	LIVOR K LYMAN
<i>Erka Lavallee</i>	Erka Lavallee
<i>Denise O. Dion</i>	DENISE O. DION
<i>Frances Hersey</i>	Frances Hersey
<i>Audrey Richardson</i>	Audrey Richardson
<i>Henry Ponsen</i>	HENRY PONSEN
<i>Maureen Aldrich</i>	Maureen Aldrich
<i>Max Aldrich</i>	Max Aldrich
<i>Barry Ford</i>	Barry Ford

STATE OF VERMONT
Caledonia County

We the undersigned legal voters of the Town of Sheffield, Vermont, hereby petition the Selectboard of the Town of Sheffield, Vermont to place the following Article on the warning for the Annual Town Meeting to be held on the 5th day of March, 2019. This petition is filed pursuant to 24 V.S.A. § 2691. We certify that we are presently voters of that town. The Article to be placed on the warning to read:

Article: Shall the Town of Sheffield, VT vote to approve the purchase of a parcel of land containing 1.7 acres on Dane Road, in the Town of Sheffield, for a cost not to exceed \$18,000 (Eighteen Thousand Dollars).

SIGNATURE (Your signature will not count if the Town or City Clerk cannot read your name.)

Please PRINT name here

<i>Sara Ford</i>	SARA FORD
<i>Gretchen Hall Bristol</i>	GRETCHEN HALL BRISTOL
<i>Ethel Norland</i>	Sheffield
<i>Don & Melad</i>	Sheffield
<i>Betty Burt</i>	Sheffield
<i>Harold Burt</i>	

Warning for the 2019 Annual Meeting

Town of Sheffield, Vermont March 5, 2019

Notice to Voters:

Residents of Sheffield, who are not already on the voter checklist, may register to vote up to and including the date of the vote, March 5, 2019, no later than 7:00 PM at the Town Clerk's Office or the polling place.

The legal voters of the Town of Sheffield, Caledonia County, Vermont are hereby warned and notified to meet at the Town Hall in Sheffield on Tuesday, March 5, 2019 at 9 o'clock in the forenoon to transact the following business:

Article 1. To elect a moderator for the ensuing year.

Article 2. To authorize the Selectboard to appoint a collector of delinquent taxes pursuant to 17 V.S.A. §2651d(a).

Article 3. To compensate the Delinquent Tax Collector with a salary instead of any statutory fees allowed under 32 V.S.A. §16754.

Article 4. To elect other town officers necessary to fill any vacancies, including the following:

- a. Selectman for a term of three (3) years.
- c. Lister for a term of three (3) years.
- d. Auditor for a term of three (3) years.
- e. Constable for the ensuing year.
- f. Delinquent Tax collector for the ensuing year.
- g. Grand juror for the ensuing year.
- h. Town agent for the ensuing year.
- i. Agent to convey real estate for the ensuing year.
- j. Trustee of public funds for the ensuing year.
- k. Sexton for the ensuing year.
- l. Three (3) Planning Commissioners for a term of three (3) years.

Article 5. To see if the Town will accept the reports of the Town officers.

Article 6. To see if the Town will appropriate the sum of \$7,626.00 to help support the following organizations:

a. American Red Cross	250.00
b. Caledonia Home Health Care and Hospice	1,100.00
c. Cobleigh Public Library	650.00
d. Darling Inn Senior Meal Site	250.00
e. Fairbanks Museum and Planetarium	703.00
f. Green-Up Vermont	50.00
g. H.O.P.E.	500.00
h. NEK Council on Aging	330.00
i. Northeast Kingdom Human Services	738.00
j. Northeast Kingdom Learning Services	100.00
k. Northeast Kingdom Youth Services	300.00
l. Rural Community Transportation	1,000.00
m. Umbrella	500.00
n. Vermont Center for Independent Living	55.00
o. VT Rural Fire Protection Task Force	100.00
p. Village Improvement Society/Powers Park	1000.00

Article 7. Shall the voters authorize the Northeast Kingdom Waste Management District to appropriate and expend a budget of \$825,073.00? (Australian ballot)

Article 8. a. Shall the Town apply a portion of the supplemental payments received in 2019 from Vermont Wind, LLC, as calculated in the Vermont Wind, LLC Supplemental Payment Information page included in this Report, to pay the Town's general and highway expenses thereby reducing the property tax rate for taxpayers of the Town?
b. If the vote on Article 6.a. is affirmative, what shall the amount of such portion be, with the remainder being deposited into the Vermont Wind, LLC Fund, which was established at the 2012 Town Meeting?

Article 9. To see if the Town will vote to approve the purchase of a parcel of land containing 1.7 acres on Dane Road, in the Town of Sheffield, for a cost not to exceed \$18,000 (eighteen thousand dollars)?

Article 10. To see if the Town will authorize the Select Board to apply any surplus accumulated during the year 2018 in the general checking account to defray Town general expenses during 2019.

Article 11. To see if the Town will authorize the Select Board to apply any surplus accumulated during the year 2018 in the highway checking account to defray Town highway expenses during 2019.

Article 12. To see if the Town will approve the proposed general (\$231,577.74) and highway (\$334,907.88) budgets in the combined amount of \$566,485.62 for General use and maintenance of Town Highways.

Article 13. To see if the Town will have real and personal property taxes paid to the Treasurer and set the due date of Friday, November 1, 2019.

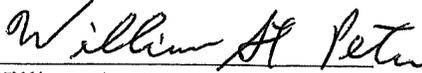
Article 14. To transact any other business that may properly come before this meeting.

Article 15. To adjourn.

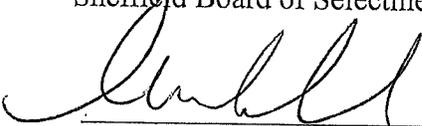
Dated at Sheffield, Caledonia County, Vermont this 19th day of January, 2019

Attest:

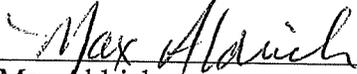
Sheffield Board of Selectmen



William St. Peter
Town Clerk and Treasurer



Walter Smith, Chairperson



Max Aldrich



Charles Gilman